

**MONROE COUNTY
HUMAN SERVICES ADVISORY BOARD
Application for Funding
Fiscal Year 2012
October 1, 2011 – September 30, 2012**

Agency Name	Grace Jones Community Day Care Center
Physical Address	230 41 st Street
Mailing Address	
City, State, Zip	Marathon, Florida 33050
Phone	305-743-6064
Fax	305-289-7251
Email	rer4@bellsouth.net
Who should we contact with questions about this application?	Robin Ringemann, Co-President of the Board

Amount received for prior fiscal year ending 09/30/10	\$17,500
Amount received for current fiscal year ending 09/30/11	\$30,000
Amount requested for upcoming fiscal year ending 09/30/12	\$33,000

CERTIFICATION

To the best of our knowledge and belief, the information contained in this application and attachments is true and correct. Monroe County is hereby authorized to verify all information contained herein, and we understand that any inaccuracies, omissions, or any other information found to be false may result in rejection of this application. This certifies that this request for funding is consistent with our organization's Articles of Incorporation and Bylaws and has been approved by a majority of the Board of Directors.

We affirm that the Agency will use Monroe County funds for the purposes as submitted in this Application for Funding. Any change will require written approval from the Monroe County Board of County Commissioners.

We understand that the agency must substantially meet the eligibility criteria to be considered for Monroe County funding and that any applicable attachments not included disqualify the agency's application.

We understand that all funding received through this opportunity must be spent for the benefit of Monroe County.

We further understand that meeting the Eligibility Criteria in no way ensures that the agency will be recommended for funding by the Human Services Advisory Board. These recommendations are determined by service needs of the community, availability of funds, etc. HSAB funding recommendations must be approved by the Monroe County Board of County Commissioners.

Typed Name of Executive Director: Iris Coe

Signature Iris C. Coe

April 18, 2011
Date: _____

Typed Name of Board President/Chairman: Robin Ringemann

Signature Robin Ringemann

April 18, 2011
Date: _____

Detailed instructions for each question appear in the separate instruction document.

1. Insert your agency's board-approved mission statement below.

The Grace Jones Community Day Care Center, Inc. is organized exclusively for charitable and educational purposes, more specifically to provide quality education, while nurturing a child's body, mind and spirit.

2. List the services your agency provides.

While the parents of working poor families in the Middle Keys balance two and sometimes even three jobs just to survive, the Grace Jones Community Day Care Center provides what the State of Florida says is the highest level of affordable day care and elementary education, including skill-based development, meals, and a secure environment for at-risk children with various disadvantages. These disadvantages typically include delayed development, isolation, and neglect. Today, the Grace Jones Community Center is one of the finest day care centers in the entire United States serving the children of one hundred (100) working poor families in the Florida Keys who are the essence of our service, construction, tourism, and fishing economy.

Over two years ago, and with financial support from HSAB, the Monroe County Sheriff, Fisherman's Hospital, private foundations, the City of Marathon, and the greater Marathon community, the Grace Jones Community Day Care Center initiated a bold new childhood hunger program called Back Packs 4 Kids. A national model carried out in hundreds of U.S. communities (although no where else in Monroe County), Back Packs 4 Kids is designed to address weekend and holiday hunger by providing eligible children with up to ten (10) pounds of kid friendly food for their own and their siblings consumption.

3. What services will be funded by this request?

In nearly every organizational and review meeting held by the HSAB over the last year, Board members have enunciated their strong preference that applicants should limit their respective requests to items that are absolutely necessary for providing the most critical human services.

With this in mind, Grace Jones is asking **ONLY for the most vital costs of feeding poor and hungry children through our Back Packs 4 Kids program.**

Specifically, we are seeking \$30,000 to purchase deeply discounted "kid-friendly" food that is unavailable through food banks or food pantries and a modest amount (\$3,000) toward the salary of one professional staff member who spends significant time each week (18%) organizing the procurement of food; assembly of 150 weekly back packs; disbursement of same to children at Grace Jones and to our two other collaborative partners; and certifying need, tracking, and program evaluation.

Grace Jones has worked very hard to coordinate with two other similar organizations (Kreative Kids and Community Cooperative Pre-School) who also both have

significant numbers of chronically hungry children and who have agreed to combine with our proposal rather than to submit separate proposals to the HSAB Board. **That means the HSAB Board is considering just one, combined proposal here - not three separate proposals.**

In 2011-2012, the Back Packs 4 Kids program will again be an incredibly effective approach for directly addressing **severe nutritional deficiencies faced by 150 children in Marathon** who are the poorest and most likely to be experiencing chronic hunger. **This is an increase over last year's number of 135 children.** Each Friday these children will be provided a back pack with ten (10) pounds of child-friendly, nutritious food for their personal consumption over weekends and holidays. This food is/will be shared by hungry siblings in the household. In these known cases, extra food is/will be provided in the back pack.

4. Funding category: If you have been previously funded by HSAB, do you request to have the HSAB consider changing your funding category?

Please circle yes or no: Yes No

If yes, please circle the new category for which you would like to be considered:

Medical

Core Services

Quality of Life

If you have not been previously funded, please circle the funding category that you believe best matches your services:

Medical

Core Services

Quality of Life

5. Will County HSAB funds be used as match for a grant?

Not specifically, although our annual HSAB grant is the single most effective award we receive that is effectively used to leverage other awards from private foundations, the City of Marathon, and even individuals. Our HSAB award is a "badge of integrity" which we deeply value.

6. If you answered "yes" to number four, please specify the:

- a. grant award title, granting agency, and purpose:
- b. grant amount:
- c. match percentage requirement and amount:

7. If your organization was funded with HSAB funds last year, please briefly and specifically explain:

a. how the funds were spent

Last year HSAB funds were spent entirely for the purchase of deeply discounted "kid-friendly" food that is unavailable through food banks or food pantries.

b. how they were used to leverage additional funding.

As we stated in our answer to question # 5, our annual HSAB grant is the single most effective award we receive that is effectively used to leverage other awards from private foundations, the City of Marathon, and even individuals. Our HSAB award is a "badge of integrity" which we deeply value. Other donors whom we believe are positively affected by the HSAB's decision to support the Back Pack 4 Kids Program include the City of Marathon, the Monroe County Sheriff, the Florida Keys United Way, and a handful of private foundations.

8. Do you plan to allocate any part of this HSAB grant, if awarded, as a sub-grant to another organization? If yes, please list the recipient(s), the purpose(s), and amount(s). Please make sure these are included on Attachment D, under "Grants to Other Organizations."

No

9. Does your organization allocate sub-grants to other organizations using other sources (non County) of funding? If yes, please list the recipient(s), the purpose(s), and amount(s). Please make sure these are included on Attachment E, under "Grants to Other Organizations."

No

10. Will you or have you applied for other sources of County funding? If yes, please list source(s) and amount(s). Also be sure to reflect this information on Attachment F.

In 2011, we applied for \$10,000 and received \$8,863 from the Monroe County Sheriff

11. What needs or problems in this community does your agency address?

While hunger and poverty have always been present in the Florida Keys (and the entire U.S. for that matter) these problems have grown increasing worse in just the last two years. In the last two years of our national recession, the word "problem" hardly seems accurate and even disrespectful to the indignities and pain so many people are experiencing. This year, the USDA stunned the nation with an alarming report that 50 million Americans, **including 17 million children**, are food insecure. "Household Food Insecurity in the U.S." paints a horrible picture of the pervasiveness of hunger in our nation. This is an increase of 36% over the numbers just one year ago. One-in-seven Americans are now relying upon food banks for some part of their nutrition. Grace Jones Community Day Care Center is certainly seeing an increase in childhood hunger and so are our two new collaborative partners – Kreative Kids and Community Cooperative Pre-School.

The day-to-day existence and struggles of the human beings who live in low-income areas of the Middle Keys are heartbreaking and usually hidden. These areas include

low-income, working families; impoverished senior citizens; and hundreds of poor children who too often miss meals and/or experience other challenges associated with low-income or impoverished life circumstances. The Middle Keys have high percentages of minority families. In these areas, sub-standard housing is the norm - not the exception - and problems like broken families, homelessness, substance abuse, unemployment, crime, and poverty round out this picture of hopelessness.

The Board, staff, and volunteers of the Grace Jones Community Day Care Center (and our two new partners) are particularly concerned by the increasing problems faced by children whose parents work low-paying jobs - often two or three at a time. Since adequate housing, nutrition, and learning opportunities affect a child's cognitive, social, and emotional development, children who do not get these basic necessities are more likely to have problems learning, growing, and interacting.

"Working poor" are two words that should not go together, especially in the United States. It has always been a time-honored concept that if you worked, you should not be poor. Unfortunately, the ranks of the working poor in Monroe County are swelling as more families slip into poverty. The sense of security from holding a job is absent for thousands of people in Monroe County. Too many Monroe employees - many of them in service jobs that are essential to the local economy - are working full-time, only to find they can barely support their families. Monroe County today has far too many people who are decidedly not living in paradise.

Grace Jones and our two other collaborative partners address the problems discussed above in two concrete ways. First, through this HSAB grant, the three partners will be providing backpacks full of child-friendly food to 150 eligible, needy children each Friday before weekends to ensure that such children have adequate nutrition over the long weekends. What's more, we also will provide extra food to known, needy siblings who cannot attend one of the three day care centers but are never-the-less facing malnutrition due to empty cupboards at home.

Second, our very missions - caring for and providing education to children while their parents struggle with one, two, and sometimes even three jobs - is hugely helpful to such families as they struggle to survive in our dismal economy.

12. What statistical data support the needs listed in number eleven?

While all HSAB applicants are reduced to using basic census data that is just now emerging from our nation's most recent count (it is our understanding that Monroe County leaders are decidedly **not** satisfied with the initial data that has emerged), there are several websites and/or sources of information that allow applicants to make reasonably accurate estimates about such critical data as poverty rates. Several sites and sources (Florida Kids Count, U.S. Census, SAIPE, more) show that the childhood poverty rate for the State of Florida hovers at 20%. In other words, nearly 700,000 children in Florida live in poverty. While childhood poverty statistics are better in Monroe County, most sources suggest we have about a 13.3%

childhood poverty rate. That means that one out of every seven children in Monroe County experience hunger throughout the year.

What is absolutely important to remember, however, is that the children served by the Grace Jones Community Day Care Center, and the Kreative Kids and Community Cooperative Pre-School, are not simply a "cross-section" of our general population.

Indeed, all three organizations serve a disproportionate percentage of very low-income families!

What that means is that a full 89.6% or more of our children from all three collaborative partners are from families in poverty or very near poverty. Now we are talking about an overwhelming majority of our children facing hunger, not one out of every seven. Whatever statistics are used, the HSAB Board should feel comfortable that every child who is receiving a backpack of food from either one of the three partners in this collaborative effort has been certified for need by Wesley House.

Another standard we use is pure observation of children and interviews with parents. When adults at the three cooperating Backpacks 4 Kids organizations observe clear signs of hunger (stealing food, hoarding food, asking other children for food, misbehaving in class, lethargy, and repeatedly asking when it is time to eat), the process begins to determine if the child is a qualified candidate to receive supplemental weekend food.

13. What are the causes (not the symptoms) of these problems?

While tourism and service-based employment exists, there are not enough jobs for those who have been displaced by the decline of our service, construction, fishing, and tourism industries in Monroe County. In some cases, families work three and four jobs to earn wage levels that were once enough, but today fall short of what is needed to survive in Monroe County and Marathon. While there are some signs that the tourism industry is picking up, construction remains at a standstill. What's more, recent governmental restrictions on the taking of game fish have spelled doom and even bankruptcy for families who earn their living in this manner. Finally, while it now seems historical, the effects of last year's Horizon oil spill certainly had major detrimental effects on families who earn their livings in tourism, fishing, and other water occupations.

In the middle of the environment described above, the Grace Jones Community Day Care Center, Kreative Kids Day Care, and the Community Cooperative Pre-School are "epicenters of hope" for our families who are "playing by the rules" but need the extra help of assisted day care for their children, while they work. All three organizations accept and care for children for as many as eleven (11) hours each workday, all year round, so that their parents can work or look for new jobs.

14. Describe your target population as specifically as possible.

The Grace Jones Community Day Care Center is operating the Back Packs 4 Kids Program because of indisputable need. It is also because of indisputable need that we have reached out to our community and established a partnership with two other, similar organizations (Kreative Kids and Community Cooperative Pre-School) that 1. also desire to continue operating back pack programs, and 2. **had intended to apply directly for HSAB funding but have agreed, instead, to coordinate their proposal with ours.**

Every day, due to our sagging economy in Marathon and the Middle Keys, the volunteers and staff at Grace Jones, Kreative Kids, and Community Cooperative are seeing increasing numbers of children exhibiting classic symptoms of "chronic hunger" – stealing food, hoarding food, asking other children for food, misbehaving in class, lethargy, and repeatedly asking when it is time to eat. The day-to-day existence and struggles of our target populations are heartbreaking and usually hidden. Our target populations for all three organizations include low-income, working families and approximately 150 poor children who too often miss meals. Our target population includes high percentages of minority families. For our target population, sub-standard housing is the norm - not the exception - and problems like broken families, homelessness, substance abuse, unemployment, crime, and poverty round out this picture of hopelessness.

The exact numbers from each organization that will benefit from the cooperative food purchasing arrangement brokered by the Grace Jones Community Day Care Center include:

- Grace Jones Community Day Care Center: 50 Wesley House certified children
- Kreative Kids Day Care Center: 36 Wesley House certified children
- Community Cooperative Day Care: 64 Wesley House certified children

15. How are clients referred to your agency?

Clients (working poor families with children) are referred to the Grace Jones Community Day Care Center, Kreative Kids Day Care, and Community Cooperative Pre-School by Wesley House, area churches, a number of State and County Social Service Agencies, "peer" families, and word of mouth.

16. What steps are taken to be sure that prospective clients are eligible and that the neediest clients are given priority?

With regard to the 150 disadvantaged children who will receive weekend, child-friendly food through the three, cooperative Back Packs 4 Kids Programs, all participating clients (children) are those that receive full subsidies from Wesley House, meaning that their families are either impoverished or that they are from

very low-income working families. As previously mentioned, this is one standard used. Another is through pure observation of children and interviews with parents. When adults at the three cooperating Backpacks 4 Kids organizations observe clear signs of hunger (stealing food, hoarding food, asking other children for food, misbehaving in class, lethargy, and repeatedly asking when it is time to eat), the process begins to determine if the child is a qualified candidate to receive supplemental weekend food.

17. Describe any networking arrangements that are in place with other agencies.

As described in several places throughout this proposal, the Grace Jones Community Day Care Center is both pleased and proud to be collaborating with Kreative Kids Day Care and Community Cooperative Pre-School on both the purchasing of food for the Back Pack 4 Kids Program and in methods/policies related to how we all operate the program. All three of the Back Pack 4 Kids partners obviously network with Wesley House since it is that organization that identifies eligibility through its financial subsidies for certain students. We all also network with elementary schools in the Middle Keys and certain County and State agencies that either refer clients to us or that evaluate and certify our respective performance.

18. List all sites and hours of operation.

The Grace Jones Community Day Care Center has one site located at 230 41st Street in Marathon. Our hours of operation are 7:00 am to 6:00 pm, Monday through Friday, year round.

The Kreative Kids Day Care Center has one site located at 4711 Overseas Highway in Marathon. Their hours of operation are 7:30 am to 5:30 pm, Monday through Friday, year round.

The Community Cooperative Pre-School has one site located at 550 122nd Street in Marathon. Their hours of operation are 7:00 am to 5:30 pm, Monday through Friday, year round.

19. What financial challenges do you expect in the next two years, and how do you plan to respond to them?

If one approached practically any adult in Marathon and the Middle Keys in the last five years and asked them what financial challenges the Grace Jones Community Day Care Center faced, surely one answer would ring loud – **PAYING OFF OUR ENORMOUS DEBT TO REBUILD OUR SCHOOL THAT WAS COMPLETELY DESTROYED BY HURRICANE WILMA IN 2005.** Through Herculean efforts, this debt (\$2.5 million) has finally been completely eliminated (even the remaining \$150,000 that was described in last year's application).

Unfortunately, now that our mammoth capital campaign debt is eliminated, another deeply disturbing challenge has emerged. This challenge stems from severe budget cuts from a certain revenue stream through the Early Learning Coalition of Miami-Dade and Monroe Counties. Known informally as the "after-school" subsidy (or "school readiness funds"), these dollars originate from the State of Florida, flow through the Coalition and then Wesley House, and eventually to day care centers in Monroe County like Grace Jones. **These funds have been tremendously helpful in allowing working poor parents (and in many cases single parents) to hold down jobs while their children remain in a safe, educational setting.**

Federal rules permit states and their designated fiscal agents (in Florida these are the Early Learning Councils) to subsidize day care for children up to age thirteen (13) years of age. As state budgets become increasingly challenged (Florida's challenges are among the worse in the nation), they are allowed to lower eligibility standards. **The Early Learning Coalition for Miami-Dade and Monroe Counties, the organization that disperses school readiness and other funds in our area, has exercised this option once (reducing the age of subsidized children from 13 to 9) and is now poised to do it again (from 9 to 6).**

While Grace Jones and other Monroe County day care centers are fighting this latest cut through organized advocacy to the Board of the Early Learning Coalition, we see "the handwriting on the wall" and do not expect immediate success. In fact, we believe that until the State of Florida improves its abjectly dismal track record of program support for marginalized children, more cuts will undoubtedly be coming our way.

In the long run (five years from now), we remain optimistic that as our economy improves, state coffers replenish, and stakeholders for a better state track record for children prevail, Florida will begin to move up from its position as one of the worst states in the nation to be a child. **Until then, however, we face a real problem that is immediate and which severely affects working poor families and the Grace Jones Community Day Care Center.**

We plan to eliminate both the shortfall described above as well as other reductions caused by our economy through the following plan:

1. Grant proposals are being sent to nearly 100 foundations in Florida and within Monroe County. A related telephone campaign has been designed to follow-up as many mailed grant applications as possible. Calls are made by a strategic team of 3-4 people led by our experienced grant writer. One example of success through this approach is a recent and positive site visit by the Peacock Foundation (Coral Gables) after we submitted a proposal to that potential donor. We are hopeful to raise approximately \$50,000 through this campaign.

2. A powerful direct mail letter will be sent in early November to our in-house donor list which now totals 3,000 individuals and businesses. Our expected result of this initiative is approximately \$10,000.
3. Already this year, and in the months to come, the Grace Jones Community Day Care Center has and will participate in a number of separate fundraising events that will include garage sales, holding out the "boot" in traffic, golf tournaments, small concerts, and/or sponsored nights at area restaurants. We hope to raise approximately \$10,000 through these efforts.
4. Over the year, various Grace Jones Board Members privately solicit friends for contributions. We hope to raise between \$5,000-\$10,000 through this strategy.
5. Over the year, Grace Jones Board Members make presentations to several area service clubs including Zonta, Rotary, Lions, and more. We hope to raise \$5,000 through such efforts.
6. The third annual National Pig Day festivities held in February 2011 at the Stuffed Pig Restaurant in Marathon raised over \$20,000 for the Grace Jones Community Day Care Center. This has now become our "signature" event and is expected to continue for years to come.
7. This year, for the first time ever, the Grace Jones Community Day Care Center was approved by the rapidly improving United Way of the Florida Keys for a grant of \$8,000.

The stakeholders of Grace Jones believe it will be through the strategies outlined above as well as funding streams such as tuition and subsidized tuition that we will be able to successfully raise the funds necessary to replace dollars lost through cuts made and cuts to-be-made by the Early Learning Coalition of Miami-Dade and Monroe Counties.

20. What organizational challenges do you expect in the next two years, and how do you plan to respond to them?

In the last two years when we applied to HSAB for Back Pack 4 Kids funding, we answered this question in terms of "two-years". Here is what we said in 2009 and 2010: "The primary organizational challenge we expect to face in the next **two years** can be summed up in two words: **burn-out**."

The completely volunteer effort to raise the \$2.5 million cost to re-build Grace Jones in a small city of only 10,000 people definitely exacted its toll upon the patience of the community and the energies of our all volunteer Board of Directors. Without doubt, an award of \$40,000 from the Monroe County HSAB would be a mightily needed infusion of money that would send a message to the Middle Keys that

Monroe County "cares" and furthermore, that it acknowledges the Herculean effort that transpired to eliminate the capital campaign debt and to forge ahead in solving one of the saddest problems facing all of Marathon and the Middle Keys – childhood hunger.

It is important to remember that Grace Jones Board Members (our primary fundraisers) serve on our Board because they sincerely feel compassion for working poor families in the Middle Keys and especially because they want to assist our local, disadvantaged children to get the best start possible in their respective lives. To many Board members (existing and potential), fundraising is tedious and outside their comfort zone. Never-the-less, so far all Board members have buckled down with the results being nothing less than a miracle.

21. How are clients represented in the operation of your agency?

Clients (the working-poor parents of the children who attend the Grace Jones Community Day Care Center) are represented in the operation of our agency by 1. serving on the Board of Directors (one Board member), 2. by working as volunteers on various events benefitting Grace Jones and/or our children through-out the year, 3. through parent-teacher-Executive Director meetings, 4. through friendships with the highly accessible members of Grace Jones Board of Directors.

22. Is your agency monitored by an outside entity? If so, by whom and how often?

The Grace Jones Community Day Care Center (and our collaborative partners) are monitored by a variety of local, state, and even federal agencies including Wesley House, the State of Florida Department of Children, the state and local Departments of Health, by USDA, and by the State of Florida Department of Education (Grace Jones has earned the coveted "Gold Seal School" from the FLDOE).

23. 1,000 hours of program service were contributed by 50 volunteers in the last year.

24. Will any services funded by the County be performed under subcontract by another agency? If so, what services, and who will perform them?

No. Grace Jones Community Day Care Center is NOT subcontracting with Kreative Kids Day Care or Community Cooperative Pre-School. What we ARE doing is purchasing all of the food for the three respective organizations so that each may

conduct a reliable and effective Back Pack 4 Kids Program at great savings due to our new ability to purchase food at lower rates due to bulk.

25. What measurable outcomes do you plan to accomplish in the next funding year?

As described in our answer to question #14, every day, due to our sagging economy in Marathon, our volunteers and staff (and those at Kreative Kids and Community Cooperative Pre-School) are seeing increasing numbers of children exhibiting classic symptoms of "chronic hunger" – stealing food, hoarding food, asking other children for food, misbehaving in class, lethargy, and repeatedly asking when it is time to eat. **The primary , measurable outcome we expect to see as a result of operating Back Pack 4 Kids (immediately and ongoing) is the disappearance of these symptoms. Our overall goal, of course, is to improve the general health of the targeted children.**

We believe our Back Pack 4 Kids Program accomplishes the following **specific** goals:

- Removes the barrier of hunger that contributes to poor school performance.
- Increases nutritional intake of participating students by providing healthy food in backpacks, limiting sugars and "empty" calories.
- Increases awareness among parents and guardians about resources available to low-income families in their community by Including handouts about nutrition and other social service resources in backpacks.

26. How will you measure these outcomes?

In short, through simple observation. While the stakeholders of Grace Jones Community Day Care Center are certainly open to suggestions for using more sophisticated measurement tools, in the end we are simply attempting to stop obvious signs of malnutrition within a large number of our client children. With a multitude of talented adults monitoring this outcome, it will not be difficult to determine whether we were/are successful – or not!

Reports from school personnel who are in daily contact with participating children at all three sites assure us that the Back Packs 4 Kids Program has a significant positive effect on student attendance, personal hygiene, attention in the classroom, grades, social interactions and overall health of the student.

Grace Jones evaluates progress toward goals by using straightforward benchmarks that relate to themes of reliability, sensitivity, and quality nutrition. Our benchmarks to measure effectiveness for the program are responsible and adequate and will continue to include the questions:

- Did all participating children receive a quality backpack that week?

- Are sensitive issues involving human dignity handled quickly and effectively?
- Are adequate food records and interactions with children reported?
- Have our two collaborators filed a monthly report to Grace Jones?

These records and reports – the raw material for evaluating the program – will continue to be collected and reviewed by the Program Director. The data is used to identify necessary program changes or even to modify tactics if data merits such change.

27. Provide information about units of service below.

Service	Unit (hour, session, day, etc.)	Cost per unit (current year)
Back Packs 4 Kids	10 lbs. of weekend food each Friday for 52 weeks.	\$685 annually per child (total cost of program is \$102,863 divided by 150 participating children. \$13.17 per back pack.

28. In 300 words or less, address any topics not covered above (optional).

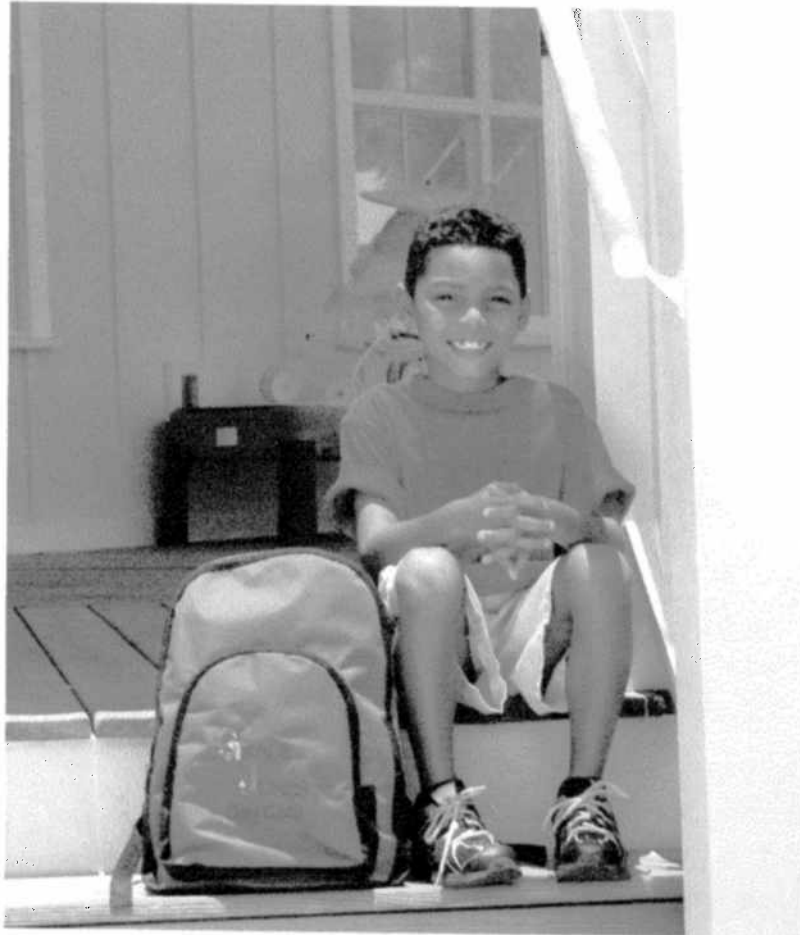
By working with donors, our school directors, counselors, teachers, parents, and dedicated volunteer leaders, we will/are providing 150 needy children with back packs filled with food that is child-friendly, nonperishable, and easily-consumed. Back packs are discreetly distributed on the last day before the weekend and collected for re-filling at the beginning of the next week. Chronically hungry children are identified by teachers and school staff using guidelines and warning signs for program eligibility. Confidentiality and discretion are always be a priority and parents of participating children are requested to sign approval forms for participation.

The collaborative partners carefully plan to ensure that only nutritious, kid-friendly foods are stocked in our back packs. These items include: Breakfast Items – Pop tarts, Granola bars, Cereal, Oatmeal, Graham cracker snacks Lunch/Dinner Items – Macaroni and Cheese, Chef Boyardee, Soups, Beanie Wienies, Chicken/Tuna to go Snack Items – Breadsticks, Fruit roll-ups, Beef jerky, Snack pack pudding, Applesauce cups, Mini raisin boxes, Shelf stable milk & juices.

All three collaborative partners are proud to have extremely active and committed Boards of Directors who bring diverse skills of fundraising, media exposure, sweat-equity, and Keys-wide representation. All three organizations also have highly capable staff who have earned the various certifications and/or have the required training and education to serve in qualified day care centers.

The Grace Jones Community Day Care Center is a highly respected non-profit organization in the Florida Keys that not only provides an essential human service,

but also meet or surpasses a number of strict operating, health, and safety standards. We are professionally audited and produce an IRS 990 and annual report. As well, we enjoy strong relationships with essential elements of society including government, churches, the media, corporations and businesses, service clubs and schools, and area foundations.



Required Attachments

Required attachments were distributed to you as a separate document. Be sure to include these with your application. Please note: the required attachments A through F are only available in Microsoft Excel format. We require that you use this format, since it will automatically expand rows, generate totals and percentages, and align figures for easier reading.

**Grace Jones Community Day Care Center
Back Pack 4 Kids Program Budget 2011-2012
Including Budget Narrative**

150 Children

(Includes Children Served at Kreative Kids and Community Cooperative Day Care Center)

Revenue	2011-2012	Budget Narrative
Sheriff's Grant	\$8,863	We believe receipt of this grant will help substantially in attracting other foundation grants. Grant will be used for purchasing kid friendly food, back packs, and related operational expenses.
Monroe County HSAB Grant	\$40,000	Grace Jones is applying this year for Back Pack funds and hopes to receive this amount.
Private Foundation Grants	\$25,000	We have several grants pending including one that is looking favorable with the Peacock Foundation for \$10,000.
Back Pack Direct Mail	\$4,000	Grace Jones conducts a specific Back Pack direct mail piece.
Marathon City Grant	\$11,000	This year, the City of Marathon bestowed one of its highest grant awards to the Back Pack for Kids Program.
Corporate Sponsors	\$7,000	Grace Jones has targeted local businesses that are well matched for an ongoing award.
Fundraising Events	\$7,000	Events such as National Pig Days help raise the funds required to operate the Back Pack 4 Kids Program
Total Back Pack Program Revenue	\$102,863	Includes costs for highly nutritious food, back packs, 18% of <u>one</u> salary related to operating program.
Expenses		
Food Purchase	\$90,013	Grace Jones calculates a cost for <u>food purchase</u> at \$600.00 per back pack child, annually.
Portion of Salary of Professional Staff Member to Oversee BP Program	\$10,000	Calculated at 10% of program cost.
Back Pack Purchase	\$2,850	Additional new Back Packs as well as related materials including nutrition education.
Total Back Pack Program Expenses	\$102,863	Grace Jones calculates cost for <u>total program</u> at \$685 per back pack child, annually. This comes to \$13 per back pack, 52 times annually. Each back Pack contains 10 pounds of high quality, nutritious, kid-friendly food.

A

BOARD INFORMATION

Jones Community Center

You must have at least five directors.

****ATTACHMENT A 2 - EVIDENCE OF ANNUAL ELECTION OF OFFICERS (Please attach a copy of the minutes of the meeting in which the most recent elections took place.)**

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A-2

**EVIDENCE OF ANNUAL
ELECTION OF
OFFICERS**

GRACE JONES BOARD MEETING

April 22, 2010

Grace Jones Community Center

The meeting was called to order at 5:15 p.m. by Co-President Ardie Banks. Board members in attendance were, Joe Orr, Maria Brandvold, Debbie Morelli, Robin Ringeman Linda Mixon and Jo Grego. Pink is still on leave

Secretary Report: Debbie Morelli moved to approve the minutes with one spelling correction. Maria seconded the motion. Minutes were approved and filled.

Treasurer Report: Joe Orr reported that the financials were complete and would be sent to the board via e-mail because he and his wife had just returned from travel. Robin Ringemann took the floor to talk about the Eckerd Grant money and Bank Balances. Robin reports: the balance in our TIB operations account is \$64,145.71, We hold three (3) CD's that total approximately \$67,500.00. Given this information Robin moves to pay down our mortgage, she wants to keep \$35,000.00 in our operations account at TIB, and move the balance to Centennial Bank to pay down principal on our mortgage.

Discussion: Maria starts the discussion by asking about the Eckerd money. We received the \$100,000.00 grant and it is in our Centennial Bank savings account waiting to be transferred to our mortgage principal. Given that we have \$109,510.00 in our savings account at Centennial Bank. It was decided to transfer \$30,000.00 from the operations account to our Savings account at Centennial Bank, Transfer \$115,510.00 to pay down the principal on our mortgage and that would leave \$24,000.00 in our savings account at Centennial Bank.

Joe Orr's motion is then seconded by Debbie Morelli and the motion is passed.

Directors Report: The total number of enrollment at this time is now 73. Iris reported to the board that we are in compliance with the health department and that our average Wesley House yearly monitoring is 99.6%. Ms. Tara in our afterschool room has asked for a small projector. She wants it to use for Power Points, backgrounds for plays and other projects for the children. After discussion Robin motions that we get Ms. Tara a small projector that costs around \$250.00 Maria seconds the motion and the motion is passed. Iris reported that we have received donations from Mrs. Clarisse French- the great grand daughter of Grace Jones; she has been sending \$110.00 per month for the last three months. Also, Jim and Jeannie Platt donated \$500.00 and Mr. and Mrs. Ingram \$250.00 in addition Mrs. Ingram volunteers at the school during season.

Election of Officers

Ardie submitted the slate of officers to the board for approval.

Co-Presidents: Robin Ringemann and Ardie Banks

Vice President: Michelle Coldiron

Secretary: Jo Grego

Treasure: Joe Orr

Maria makes a motion to accept the slate as presented, Debbie seconds the motion; the motion is passed.

Old Business

We received \$5000.00 from the shark tournament: thank you 7-Mile Marina

After expenses we made \$150.00 at the seafood festival. BUT, we did put ourselves out there and we were seen by the public.

New Business

Proposal of two (2) new board members: Randy Lewis, Randy came in and took a tour of the school, we was very impressed by what he saw. Ardie reports that with his back ground in construction; he was an electrical contractor for many years that he would be a great fit and he is very computer savvy and might take charge of

our web-site. After a brief discussion Jo Grego moved to approve Randy as a board member and Debbie seconded the motion. The motion passed, welcome Randy Lewis.

Mellissa Grady; with very short discussion about what a great asset it would be to have Mellissa join our board with her background at Centennial Bank and her proven commitment to community service a motion was made by Maria and seconded by Debbie, motion passed, welcome Mellissa.

T-shirts: Robin is making a list of what and who needs t-shirts and Jo Grego will order them.

Ardie reported that John our grant writer has been very busy; he just submitted an application for a large grant through HSAB. We all hope for good results.

We received a \$5,000.00 anonymous donation for the back-pack program.

We received \$7,750.00 from the sheriffs board; we were in the top third of grant recipients.

Sharon Silva resigned because of other obligations she did not feel she could give Grace Jones the time she would like.

The meeting is adjourned at 6:15p.m.

The next meeting will be May 20, 2010

Respectfully Submitted by

Jo Grego

Board Secretary

Approved by:

Robin Ringemann

Co. President

B

AGENCY COMPENSATION

FY12

Grace Jones Col	0
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A 40-hour/week employee would be 1.00 FTE; a 20-hour/week employee would be .5 FTE, etc.

[illegible]

C

PROFILE OF CLIENTS & SERVICES

ATTACHMENT C - PROFILE OF CLIENTS AND SERVICES (Performance Report)

FY12

Grace Jones Community Center, Inc.

List Services Here	Target Population	# of Persons in Target Population	Area	Days/Hours	Total Number of Clients Served during most recent completed fiscal year6/30/10	Current # of Clients ("snapshot") as of 3 / 21 /11
Child care for working parents	Infants to 10 years old children from low-income to impoverished families who are all Monroe County Residents	115	Marathon & Middle Keys	5 days - 7:00am to 6:00 pm	75	125
Backpacks 4 kids	Infants to 10 years old children from low-income to impoverished families who are all Monroe County Residents	150	Marathon & Middle Keys	5 days - 7:00am to 6:00 pm	150	145
Emergency Supplemental Weekend Nutrition						
Unduplicated Clients for Entire Agency (see instructions- this is not a total of the numbers above)					75	75

Please indicate the number of clients served who are Monroe County residents: 150 backpack children

Please list or describe achieved outcomes for your target populations: Every day, due to our sagging economy, our volunteers and staff (and those at Kreative Kids and Community Cooperative Pre-School) see increasing numbers of children exhibiting classic symptoms of "chronic hunger" – stealing food, hoarding food, asking other children for food, misbehaving in class, lethargy, and repeatedly asking when it is time to eat. The primary, achieved outcome we accomplish as a result of operating Back Pack 4 Kids (immediately and ongoing) is the disappearance of these symptoms. Our overall goal, of course, is to improve the general health of the targeted children.

The Back Pack 4 Kids Program accomplishes the following specific goals:

- Removes the barrier of hunger that contributes to poor school performance.
- Increases nutritional intake of participating students by providing healthy food in backpacks, limiting sugars and "empty" calories.
- Increases awareness among parents and guardians about resources available to low-income families in their community by including handouts about nutrition and other social service resources in backpacks.

D-F

**FINANCIAL
INFORMATION**

D

BUDGET

FY12

Back pack 4 Kids Budget only

	Proposed Expense Budget for Upcoming Year Ending:	
	6 /30 /12	
Expenditures	Total	%
Salaries	8,772	8.5%
Payroll Taxes	1,228	1.2%
Employee Benefits		0
Subtotal Personnel	10,000	9.7%
Postage		0
Office Supplies		0
Telephone		0
Professional Fees		0
Rent		0
Utilities		0
Repair and Maint.		0
Travel		0
Misc/Additional back packs/related material	2,850	2.8%
Grants to Other Organizations		0
List others below		0
Food for backpack program	90,013	87.5%
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
Total Expenses	102,863	100.0%

E

AGENCY EXPENSES

ATTACHMENT E - AGENCY EXPENSES

Grace Jones Community Center

FY12

0

	Proposed Expense Budget for Upcoming Year Ending:		Projected Expenses for Current Year Ending:	
	6/30/2012		6/30/2011	
Expenditures	Total	%	Total	%
Salaries	392,320	69%	352,091	64%
Payroll Taxes	42,068	7%	30,324	6%
Employee Benefits		0		0
Subtotal Personnel	434,388	76%	382,415	70%
Postage	377	0%	300	0%
Office Supplies	815	0%	1,000	0%
Telephone	3,474	1%	2,800	1%
Professional Fees	8,450	1%	6,000	1%
Rent		0		0
Utilities	7,148	1%	9,000	2%
Repair and Maint.	2,950	1%	5,000	1%
Travel	100	0%	100	0%
Miscellaneous	500	0%	500	0%
Grants to Other Organizations		0		0
List others below		0		0
Mortgage		0	27,113	5%
Program Costs	40,000	7%	40,000	7%
Cleaning & Laundry	3,250	1%	5,000	1%
Household Supplies	3,614	1%	1,000	0%
Fire Alarm	175	0%	45	0%
Insurance	18,300	3%	18,200	3%
License, Permits & Filing Fees	250	0%	200	0%
Advertising	500	0%	5,000	1%
Depreciation	38,416	7%	38,416	7%
Payroll Processing	4,167	1%	4,167	1%
BackGround checks	192	0%	192	0%
Office Equipment	925		925	0%
		0		0
		0		0
		0		0
Total Expenses	567,991	100%	547,373	100%
Revenue Over/(Under) Expenses	0		96,452	

F

AGENCY REVENUE

ATTACHMENT F - AGENCY REVENUE

FY12

GRACE JONES COMMUNITY CENTER

[illegible]

G

**AUDITED FINANCIAL
STATEMENT
6/30/2010**

GRACE JONES COMMUNITY CENTER, INC.
A Not For Profit Corporation

Financial Statements with
Independent Auditors' Report Thereon

June 30, 2010

GRACE JONES COMMUNITY CENTER, INC.

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CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Grace Jones Community Center, Inc.

We have audited the accompanying statement of financial position of Grace Jones Community Center, Inc., (the "Center") (a non-profit organization) as of June 30, 2010, and the related statements of activities and changes in net assets, functional expenses and cash flow for the year then ended. These financial statements are the responsibility of the Center's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, Government Auditing Standards, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget Circular A-133, "Audits of States, Local Governments and Nonprofit Organizations". Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, these financial statements were prepared on the accounting basis used for income tax purposes, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the financial position of Grace Jones Community Center, Inc. as of June 30, 2009, and the results of its operations and its cash flows for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued a report dated November 2, 2010 on our consideration of Grace Jones Community Center, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations contracts and grants.

Smith Buzzi & Associates LLC

November 2, 2010

GRACE JONES COMMUNITY CENTER, INC.

Statement of Financial Position

June 30, 2010

Assets

Cash and cash equivalents	\$ 74,359
Cash restricted	68,504
Assets restricted to investment in property and equipment	1,558,627
Other assets	
Deposits	<u>90</u>
Total Assets	<u>\$1,701,580</u>

Liabilities and Net Assets

Accounts payable	\$ 1,620
Long Term Debt	
Note payable	96,560
Net Assets	
Unrestricted	1,603,400
Temporarily restricted	<u>-</u>
Total Net Assets	<u>1,603,400</u>
Total Liabilities and Net Assets	<u>\$1,701,580</u>

See accompanying notes to financial statements.

GRACE JONES COMMUNITY CENTER, INC.

Statement of Activities and Changes in Net Assets

For the Year Ended June 30, 2010

	<u>Unrestricted Operations</u>	<u>Temporarily Restricted Operations</u>	<u>Total Operations</u>
Support and revenue:			
Contributions including in-kind	\$ 166,435	-	166,435
Grants	292,137	-	292,137
Tuition	194,465	-	194,465
Interest income	3,348	-	3,348
Fundraising	55,739	-	55,739
Other income	<u>1,601</u>	<u>-</u>	<u>1,601</u>
Total support and revenue	<u>713,725</u>	<u>-</u>	<u>713,725</u>
Expenses:			
Program services	491,749	-	491,749
Support services	106,054	-	106,054
Other expenses	<u>-</u>	<u>-</u>	<u>-</u>
	<u>597,803</u>	<u>-</u>	<u>597,803</u>
Changes in Net Assets	115,922	-	115,922
Net assets, beginning of year	<u>1,487,478</u>	<u>-</u>	<u>1,487,478</u>
Net assets, end of year	<u>\$1,603,400</u>	<u>-</u>	<u>1,603,400</u>

See accompanying notes to financial statements.

GRACE JONES COMMUNITY CENTER, INC.

Statement of Functional Expenses

For the Year Ended June 30, 2010

	<u>Program Expenses</u>	<u>Support Expenses</u>
Salaries and Related Expenses:		
Salaries	\$ 365,154	-
Payroll taxes, fees and expenses	<u>38,970</u>	<u>-</u>
	404,124	-
Direct Program Expenses:		
Educational supplies	7,744	-
Food and food supplies	<u>44,228</u>	<u>-</u>
	51,972	-
Facility Expenses:		
Fire alarm	423	-
Interest expense	14,444	-
Repairs and supplies	9,975	-
Trash removal	2,413	-
Electric	5,324	-
Water	<u>3,074</u>	<u>-</u>
	35,653	-
General Expenses:		
Auto and travel	-	98
Insurance	-	18,105
Professional fees	-	7,880
Depreciation	-	46,594
Fundraising expense	-	21,401
Office supplies	-	6,994
Permit and filing fee	-	741
Postage	-	496
Printing	-	409
Taxes	-	183
Telephone	<u>-</u>	<u>3,153</u>
	-	106,054
Total Expenses	\$ <u>491,749</u>	<u>106,054</u>

See accompanying notes to financial statements.

GRACE JONES COMMUNITY CENTER, INC.

Statement of Cash Flows

For the Year Ended June 30, 2010

Cash flows from Operating Activities:	
Change in net assets	\$ 115,922
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	46,594
Decrease in accounts payable	(3,274)
Decrease in deferred income	<u>(4,660)</u>
Net adjustments	<u>38,660</u>
Cash provided by Operating Activities	<u>154,582</u>
Cash flows from Financing Activities:	
Mortgage repayments	<u>(197,006)</u>
Cash used by Financing Activities	<u>(197,006)</u>
Net decrease in cash and cash equivalents	(42,424)
Cash and cash equivalents, at beginning of year	<u>185,287</u>
Cash and cash equivalents, at end of year	\$ <u>142,863</u>
Supplementary Disclosures:	
Interest paid during the year	\$ <u>14,444</u>
Taxes paid during the year	\$ <u>-</u>

See accompanying notes to financial statements.

GRACE JONES COMMUNITY CENTER, INC.

Notes to Financial Statements

For the Year Ended June 30, 2010

1. Summary of Significant Accounting Policies

a) Organization

Grace Jones Community Center, Inc. ("the Center") is a nonprofit organization that provides low-cost day care in Marathon, Florida. It is a 501(c)3 organization. It was organized in late 1985 and commenced operations during May 1986 as a community sponsored day care center. User fees are charged based upon parental income according to State Health and Rehabilitation Services guidelines.

b) Basis of Presentation

The Center's financial statements have been prepared on the income tax (cash) basis of accounting and in conformity with the standards promulgated by the American Institute of Certified Public Accountants. Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Center and changes therein are classified and reported as follows:

- Temporarily restricted net assets - Net assets subject to donor-imposed stipulations that may or will be met, whether by actions of the Center and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.
- Permanently restricted net assets - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Center. Generally, the donors of these assets permit the Center to use all or part of the income earned on any related investments for general or specific purposes.

The primary sources of revenue for the Center consist of grants from governmental agencies which, absent a specific restriction by the grantor, are considered to be available for unrestricted use, and tuition fees. Grant revenue includes only that portion of the grant that was earned prior to the statement of financial position date. All grant funds received as of the statement of financial position date which are considered to be applicable to future periods are reflected as deferred income on the Statement of Financial Position.

GRACE JONES COMMUNITY CENTER, INC.

Notes to Financial Statements

For the Year Ended June 30, 2010

1. Summary of Significant Accounting Policies - (Cont.)

b) Basis of Presentation - (Cont.)

The costs of providing the various programs and other activities have been detailed in the accompanying Statement of Activities.

Salaries and other expenses which are associated with specific program are charged directly to that program. Salaries and other expenses which benefit more than one program are allocated to the various programs based on the relative costs incurred. Administrative and other support expenses are allocated to the various programs based on each program's salary expense.

c) Assets Restricted to Investment in Furniture and Equipment

Assets restricted to Investment in Furniture and Equipment are stated at cost and include expenditures for improvements and betterment which substantially increase the useful lives of the assets.

Donated furniture and equipment with values in excess of \$1,000 represent "in-kind" donations to the Center from private organizations and are recognized as support when received.

Depreciation is computed on the straight-line method over the estimated useful life of the assets, which is principally five (5) years. Maintenance and repairs are charged to operation as incurred.

d) Contributions

Contributions are considered unrestricted unless otherwise stated by donor. Restricted donations are initially recorded as temporarily restricted net assets. When a donor restriction expires or purpose of restriction is accomplished. Temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

GRACE JONES COMMUNITY CENTER, INC.

Notes to Financial Statements

For the Year Ended June 30, 2010

1. Summary of Significant Accounting Policies - (Cont.)

e) Restricted Revenues Received, Related Program Expense
and Deferred Support

Contract revenues presented in the statement of activities are principally cost reimbursement contracts and are stated at amounts equivalent to the program expenses incurred. Related program expenses incurred in excess of contract revenue received on cost reimbursement contracts are reflected as receivables from governments, to the extent realizable, on the statement of financial position. Contract receipts in excess of related program expenses are deferred and recognized as revenue in the period in which the matching program expenses is incurred.

Donated materials are recorded at fair value on the date of donation as unrestricted support. Donated services have not been reflected in the financial statements. The impact of those services upon the financial statements is unknown as there is no objective basis available to measure the value of such services. However, because recognition of donated services as revenue would also involve recognition of corresponding expenses, there would be no effect on the net assets.

f) Income Taxes

The Center was organized as a non-profit organization and has received exemption under the provisions of Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes is provided for in the accompanying financial statements.

g) Allocation of Common Expenses

Certain common expenses which benefit more than one program are allocated based on estimates of time of employees involved and on percentages of assets utilized, and to the extent permitted in the funding source contracts.

h) Cash and Cash Equivalents

For purposes of the statement of cash flows, the Center considers all cash and other highly liquid investments with initial maturities of three months or less to be cash equivalents.

GRACE JONES COMMUNITY CENTER, INC.

Notes to Financial Statements

For the Year Ended June 30, 2010

1. Summary of Significant Accounting Policies - (Cont.)

i) Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

j) Long-Lived Assets

The Center reviews the carrying value of its long lived assets for possible impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. No adjustment has been provided for in the financial statements.

2. Summary of Funding, Accounts Receivable and Deferred Support

The Center is funded through grants and contracts from various funding sources. The following summarizes major grant activity for the year ended June 30, 2010.

	<u>Award</u>	<u>Support</u>
Wesley House Title 20 - Day Care	\$ 223,192	223,192
Food Grants	47,741	47,741
Other	90	90
Monroe County Sheriff Grant	9,445	9,445
Episcopal Diocese Grant	1,669	1,669
City of Marathon	10,000	10,000

Grant and contract fees for the year ending June 30, 2010 amounted to \$292,137. At June 30, 2010 contracts and other receivable amounted to \$-0-.

GRACE JONES COMMUNITY CENTER, INC.

Notes to Financial Statements

For the Year Ended June 30, 2010

3. Assets Restricted to Investment in Property and Equipment

Property and equipment, at cost, and accumulated depreciation are summarized as follows at June 30, 2010:

Building and improvements	\$1,515,198
Furniture and fixtures	6,176
Playground equipment	155,526
Lease improvements	<u>21,020</u>
Total costs	1,697,920
Less accumulated depreciation	<u>(139,293)</u>
	<u>\$1,558,627</u>

Depreciation expense for the year ended June 30, 2010 amounted to \$46,594.

In November 2004, the School Board gave the Center a quitclaim deed to the property from which they had been operating, which consisted of land and a building. The property was recorded on the balance sheet at estimated fair market value.

4. Note Payable

On June 25, 2007 the Center entered into a note payable agreement with a local bank. This agreement was for a \$451,980.55 real estate loan. The note payable currently carries interest at 6.75% per annum. Monthly payments of \$650.35 are required. Balance outstanding at June 30, 2010 amounted to \$96,560. Interest expense for 2010 was \$14,444.

5. Non-monetary Transactions

A substantial number of unpaid volunteers have made a significant contribution of their time to develop the Center's programs, principally in building maintenance and administration. The value of this contributed time is not reflected in these financial statements since it is not susceptible to objective measurement or valuation.

GRACE JONES COMMUNITY CENTER, INC.

Notes to Financial Statements

For the Year Ended June 30, 2010

6. Commitments and Contingencies

The costs and unexpended funds reflected in the accompanying financial statements relating to government funded programs are subject to audit by the respective governmental agencies (funding sources). The possible disallowance by the related governmental agencies of any item charged to the program or request for the return of any unexpended funds cannot be determined at this time. No provision, for any liability that may result, has been made in the financial statements.

GRACE JONES COMMUNITY CENTER, INC.

Schedule of Financial Assistance
(Single Audit)

For the Year Ended June 30, 2010

<u>Program Title</u>	<u>CFDA #</u>	<u>Revenue Recognized</u>	<u>Expenditure</u>
Government/Other Contracts:			
Early Learning Coalition of Miami-Dade/Monroe	-	\$ 223,192	223,192
Florida Department of Health - Child Care Food Program	-	47,741	47,741
City of Marathon	-	10,000	10,000
Monroe County Board of County Commissioners	-	4,564	4,564
Monroe County Sheriff's Office - Forfeiture Fund	-	4,881	4,881
Other grants	-	1,759	1,759
Total		\$ <u>292,137</u>	<u>292,137</u>

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MEMBERS:
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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE AND ON INTERNAL CONTROL
OVER FINANCIAL REPORTING BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors of
Grace Jones Community Center, Inc.:

We have audited the financial statements of Grace Jones Community Center, Inc. (the "Center") as of and for the year ended June 30, 2010 and have issued our report thereon dated November 2, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Center's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Center's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a

condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions as defined above.

This report is intended for the information of the Center's Board of Directors, management, and officials of applicable federal and state agencies. However, if this report is a matter of public record, its distribution is not limited.

Smith Buzzi & Associates LLC

November 2, 2010

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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH
REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL
CONTROL OVER COMPLIANCE IN ACCORDANCE
WITH OMB CIRCULAR A-133

To the Board of Directors of
Grace Jones Community Center, Inc.:

Compliance

We have audited the compliance of Grace Jones Community Center, Inc. (the "Center") with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended June 30, 2010. The Organization's major federal programs are identified in the accompanying schedule of federal and State financial assistance. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Center's management. Our responsibility is to express an opinion on the Center's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Center's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Grace Jones Community Center, Inc.'s compliance with those requirements.

In our opinion, the Center complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2010.

Internal Control Over Compliance

The management of the Center is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Center's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of the Center's Board of Directors, management, and officials of applicable federal and state agencies. However, if this is a matter of public record, its distribution is not limited.

Smith Buzzi & Associates LLC

November 2, 2010

H

**IRS FORM 990
LAST FISCAL
COMPLETE
6/30/2010**

Taxpayers Copy

Form **990**Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No. 1545-0047

2009Open to Public
InspectionA For the 2009 calendar year, or tax year beginning **07/01/09**, and ending **06/30/10**

- B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Termination
- ☐ Amended return
- ☐ Application pending

Please use IRS label or print or type. See Specific Instructions.

C Name of organization

GRACE JONES COMMUNITY CENTER, INC.

Doing Business As

Number and street (or P.O. box if mail is not delivered to street address)

230 41ST GULF

Room/suite

City or town, state or country, and ZIP + 4

MARATHON**FL 33050**

F Name and address of principal officer:

D Employer identification number

59-2632876

E Telephone number

G Gross receipts **713,725**

H(a) Is this a group return for

affiliates? ☐ Yes ☒ NoH(b) Are all affiliates included? ☐ Yes ☐ No

If "No," attach a list. (see instructions)

I Tax-exempt status: ☒ 501(c) (**3**) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527J Website: ▶ **N/A**

H(c) Group exemption number ▶

K Type of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

L Year of formation:

M State of legal domicile:

Part I Summary

Activities & Governance	1	Briefly describe the organization's mission or most significant activities:		
		DAYCARE FACILITY		
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3 11	
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4 0	
	5	Total number of employees (Part V, line 2a)	5 17	
	6	Total number of volunteers (estimate if necessary)	6	
Revenue	7a	Total gross unrelated business revenue from Part VIII, column (C), line 12	7a	
	7b	Net unrelated business taxable income from Form 990-T, line 34	7b 0	
	8	Contributions and grants (Part VIII, line 1h)	Prior Year 402,367 Current Year 460,173	
	9	Program service revenue (Part VIII, line 2g)	227,762 250,204	
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	1,270 3,348	
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		
	12	Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	631,399 713,725	
	Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	
		14	Benefits paid to or for members (Part IX, column (A), line 4)	
		15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	344,654 404,124
16a		Professional fundraising fees (Part IX, column (A), line 11e)		
b		Total fundraising expenses (Part IX, column (D), line 25) ▶ 21,401		
17		Other expenses (Part IX, column (A), lines 11a–11d, 11f–24f)	181,296 193,679	
18		Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	525,950 597,803	
Net Assets or Fund Balances	19	Revenue less expenses. Subtract line 18 from line 12	105,449 115,922	
	20	Total assets (Part X, line 16)	Beginning of Current Year 1,790,598 End of Year 1,701,580	
	21	Total liabilities (Part X, line 26)	303,120 98,180	
	22	Net assets or fund balances. Subtract line 21 from line 20	1,487,478 1,603,400	

Part II Signature Block

Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.			
	Signature of officer		Date	
Paid Preparer's Use Only	Type or print name and title			
	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	Preparer's identifying number (see instructions)
	11/24/10	P00853282		
	Firm's name (or yours if self-employed), address, and ZIP + 4	EIN ▶	Phone no. ▶	
Smith, Ortiz, Gomez and Buzzi, PA		65-0232836		
132 Minorca Avenue		305-441-1012		
Coral Gables, FL 33134				

May the IRS discuss this return with the preparer shown above? (see instructions)

☒ Yes ☐ No

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Form **990** (2009)

Part III Statement of Program Service Accomplishments

1 Briefly describe the organization's mission:

DAYCARE FACILITY

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No
If "Yes," describe these changes on Schedule O.

4 Describe the exempt purpose achievements for each of the organization's three largest program services by expenses. Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ **491,749** including grants of\$) (Revenue \$)
DAYCARE FACILITIES FOR LOW INCOME PARENTS

4b (Code:) (Expenses \$ including grants of\$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of\$) (Revenue \$)

4d Other program services. (Describe in Schedule O.)

(Expenses \$ including grants of\$) (Revenue \$)

4e Total program service expenses ▶ **491,749**

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors?		X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II		X
5 Section 501(c)(4), 501(c)(5), and 501(c)(6) organizations. Is the organization subject to the section 6033(e) notice and reporting requirement and proxy tax? If "Yes," complete Schedule C, Part III		
6 Did the organization maintain any donor advised funds or any similar funds or accounts where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in term, permanent, or quasi-endowments? If "Yes," complete Schedule D, Part V		X
11 Is the organization's answer to any of the following questions "Yes"? If so, complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable	X	
<ul style="list-style-type: none"> Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI. Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII. Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII. Did the organization report an amount for other assets related in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX. Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X. Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48? If "Yes," complete Schedule D, Part X. 		
12 Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI, XII, and XIII.	X	
12A Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," completing Schedule D, Parts XI, XII, and XIII is optional.	X	
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, and program service activities outside the United States? If "Yes," complete Schedule F, Part I		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or assistance to any organization or entity located outside the United States? If "Yes," complete Schedule F, Part II		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or assistance to individuals located outside the United States? If "Yes," complete Schedule F, Part III		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X
20 Did the organization operate one or more hospitals? If "Yes," complete Schedule H		X

Part IV Checklist of Required Schedules (continued)

		Yes	No
21	Did the organization report more than \$5,000 of grants and other assistance to governments and organizations in the United States on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II	21	X
22	Did the organization report more than \$5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III	22	X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J	23	X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25	24a	X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b	
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c	
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d	
25a	Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I	25a	X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	25b	X
26	Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? If "Yes," complete Schedule L, Part II	26	X
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor, or a grant selection committee member, or to a person related to such an individual? If "Yes," complete Schedule L, Part III	27	X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a	A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV	28a	X
b	A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV	28b	X
c	An entity of which a current or former officer, director, trustee, or key employee of the organization (or a family member) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV	28c	X
29	Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M	29	X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M	30	X
31	Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I	31	X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II	32	X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I	33	X
34	Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Parts II, III, IV, and V, line 1	34	X
35	Is any related organization a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2	35	X
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2	36	X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI	37	X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11 and 19? Note. All Form 990 filers are required to complete Schedule O.	38	X

Part V Statements Regarding Other IRS Filings and Tax Compliance

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096, Annual Summary and Transmittal of U.S. Information Returns. Enter -0- if not applicable		
1b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
1c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		X
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
2b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file this return. (see instructions)	X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year covered by this return?		X
3b	If "Yes," has it filed a Form 990-T for this year? If "No," provide an explanation in Schedule O		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
4b	If "Yes," enter the name of the foreign country: See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
5b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
5c	If "Yes," to line 5a or 5b, did the organization file Form 8886-T, Disclosure by Tax-Exempt Entity Regarding Prohibited Tax Shelter Transaction?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible?		X
6b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7	Organizations that may receive deductible contributions under section 170(c).		
7a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		
7b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
7c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		
7d	If "Yes," indicate the number of Forms 8282 filed during the year		
7e	Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		
7f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		
7g	For all contributions of qualified intellectual property, did the organization file Form 8899 as required?		
7h	For contributions of cars, boats, airplanes, and other vehicles, did the organization file a Form 1098-C as required?		
8	Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations. Did the supporting organization, or a donor advised fund maintained by a sponsoring organization, have excess business holdings at any time during the year?		
9a	Sponsoring organizations maintaining donor advised funds.		
9b	Did the organization make any taxable distributions under section 4966?		
9b	Did the organization make a distribution to a donor, donor advisor, or related person?		
10	Section 501(c)(7) organizations. Enter:		
10a	Initiation fees and capital contributions included on Part VIII, line 12		
10b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities		
11	Section 501(c)(12) organizations. Enter:		
11a	Gross income from members or shareholders		
11b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)		
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?		
12b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year		

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Section A. Governing Body and Management

	Yes	No
1a Enter the number of voting members of the governing body	11	
b Enter the number of voting members that are independent	0	
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person?		X
4 Did the organization make any significant changes to its organizational documents since the prior Form 990 was filed?		X
5 Did the organization become aware during the year of a material diversion of the organization's assets?		X
6 Does the organization have members or stockholders?		X
7a Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body?		X
b Are any decisions of the governing body subject to approval by members, stockholders, or other persons?		X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body?	X	
b Each committee with authority to act on behalf of the governing body?	X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Does the organization have local chapters, branches, or affiliates?		X
b If "Yes," does the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with those of the organization?		
11 Has the organization provided a copy of this Form 990 to all members of its governing body before filing the form?	X	
11a Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a Does the organization have a written conflict of interest policy? If "No," go to line 13	X	
b Are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
c Does the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this is done	X	
13 Does the organization have a written whistleblower policy?	X	
14 Does the organization have a written document retention and destruction policy?	X	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official	X	
b Other officers or key employees of the organization	X	
If "Yes" to line 15a or 15b, describe the process in Schedule O. (See instructions.)		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b If "Yes," has the organization adopted a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and taken steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed **FL**
- 18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you make these available. Check all that apply.
☐ Own website ☐ Another's website ☐ Upon request
- 19 Describe in Schedule O whether (and if so, how), the organization makes its governing documents, conflict of interest policy, and financial statements available to the public.
- 20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization: **JO ANN ORR**

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

a. Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year. Use Schedule J-2 if additional space is needed.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

list persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☒ Check this box if the organization did not compensate any current officer, director, or trustee.

[illegible]

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Part VIII Statement of Revenue

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514
Contributions, gifts, grants and other similar amounts	1a	Federated campaigns	1a			
	b	Membership dues	1b			
	c	Fundraising events	1c			
	d	Related organizations	1d			
	e	Government grants (contributions)	1e	460,173		
	f	All other contributions, gifts, grants, and similar amounts not included above	1f			
	g	Noncash contributions included in lines 1a-1f: \$				
	h	Total. Add lines 1a-1f		460,173		
Program Service Revenue	2a	TUITION	Busn. Code	194,465	194,465	
	b	FUNDRAISING		55,739	55,739	
	c					
	d					
	e					
	f	All other program service revenue				
	g	Total. Add lines 2a-2f		250,204		
	Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		3,348	3,348
4		Income from investment of tax-exempt bond proceeds				
5		Royalties				
		(i) Real	(ii) Personal			
6a		Gross Rents				
b		Less: rental exps.				
c		Rental inc. or (loss)				
d		Net rental income or (loss)				
7a		Gross amount from sales of assets other than inventory	(i) Securities (ii) Other			
b		Less: cost or other basis & sales exps				
c		Gain or (loss)				
d		Net gain or (loss)				
8a		Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	a			
b		Less: direct expenses	b			
c		Net income or (loss) from fundraising events				
9a		Gross income from gaming activities. See Part IV, line 19	a			
b		Less: direct expenses	b			
c		Net income or (loss) from gaming activities				
10a	Gross sales of inventory, less returns and allowances	a				
b	Less: cost of goods sold	b				
c	Net income or (loss) from sales of inventory					
Miscellaneous Revenue			Busn. Code			
11a						
b						
c						
d	All other revenue					
e	Total. Add lines 11a-11d					
12	Total Revenue. See instructions.		713,725	253,552	0	0

Form 990 (2009) **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns.
All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to governments and organizations in the U.S. See Part IV, line 21				
2 Grants and other assistance to individuals in the U.S. See Part IV, line 22				
3 Grants and other assistance to governments, organizations, and individuals outside the U.S. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	365,154	365,154		
8 Pension plan contributions (include section 401(k) and section 403(b) employer contributions)				
9 Other employee benefits	38,970	38,970		
10 Payroll taxes				
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 7				
f Investment management fees				
g Other				
12 Advertising and promotion				
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	14,444	14,444		
20 Interest				
21 Payments to affiliates	46,594		46,594	
22 Depreciation, depletion, and amortization	18,105		18,105	
23 Insurance				
24 Other expenses. Itemize expenses not covered above. (Expenses grouped together and labeled miscellaneous may not exceed 5% of total expenses shown on line 25 below.)				
a FOOD AND FOOD SUPPLIES	44,228	44,228		21,401
b FUNDRAISING EXPENSES	21,401			
c REPAIRS AND SUPPLIES	9,975	9,975		
d PROFESSIONAL FEES	7,880		7,880	
e EDUCATIONAL SUPPLIES	7,744	7,744		
f All other expenses	23,308	11,234	12,074	
25 Total functional expenses. Add lines 1 through 24f	597,803	491,749	84,653	21,401
26 Joint costs. Check here <input type="checkbox"/> if following SOP 98-2. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation				

Part X Balance Sheet

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest bearing	86,331	1	74,359
	2 Savings and temporary cash investments	98,956	2	68,504
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	
	5 Receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6 Receivables from other disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B). Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 1,697,921		
	b Less: accumulated depreciation	10b 139,294	1,605,221	10c 1,558,627
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets	90	14	90
	15 Other assets. See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 34)	1,790,598	16	1,701,580	
Liabilities	17 Accounts payable and accrued expenses	4,894	17	1,620
	18 Grants payable		18	
	19 Deferred revenue	4,660	19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties	293,566	23	96,560
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities. Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	303,120	26	98,180
Net Assets or Fund Balances	Organizations that follow SFAS 117, check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets	1,487,478	27	1,603,400
	28 Temporarily restricted net assets		28	
	29 Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117, check here <input type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds		30	
	31 Paid-in or capital surplus, or land, building, or equipment fund		31	
	32 Retained earnings, endowment, accumulated income, or other funds		32	
	33 Total net assets or fund balances	1,487,478	33	1,603,400
	34 Total liabilities and net assets/fund balances	1,790,598	34	1,701,580

Part XI Financial Statements and Reporting

1 Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____

If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.

2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____

b Were the organization's financial statements audited by an independent accountant? _____

c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____

If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.

d If "Yes" to line 2a or 2b, check a box below to indicate whether the financial statements for the year were issued on a consolidated basis, separate basis, or both:

☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis

3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____

b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits. _____

	Yes	No
2a		X
2b		X
2c		
3a		
3b		

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	281,962		247,603	371,940	460,173	1,361,678
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge	74,416		265,083	227,762	250,024	817,285
4 Total. Add lines 1 through 3	356,378		512,686	599,702	710,197	2,178,963
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						857,659
6 Public support. Subtract line 5 from line 4						1,321,304

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
7 Amounts from line 4	356,378		512,686	599,702	710,197	2,178,963
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	6,009		2,733	1,270	3,348	13,360
9 Net income from unrelated business activities, whether or not the business is regularly carried on					0	
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
11 Total support. Add lines 7 through 10						2,192,323
12 Gross receipts from related activities, etc. (see instructions)					12	253,552
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2009 (line 6, column (f) divided by line 11, column (f))	14	60.27 %
15 Public support percentage from 2008 Schedule A, Part II, line 14	15	99.50 %
16a 33 1/3 % support test—2009. If the organization did not check the box on line 13, and line 14 is 33 1/3 % or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input checked="" type="checkbox"/>
b 33 1/3 % support test—2008. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3 % or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10%-facts-and-circumstances test—2009. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10%-facts-and-circumstances test—2008. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 9 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2009 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2008 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2009 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2008 Schedule A, Part III, line 17	18	%
19a 33 1/3 % support tests—2009. If the organization did not check the box on line 14, and line 15 is more than 33 1/3 %, and line 17 is not more than 33 1/3 %, check this box and stop here. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
b 33 1/3 % support tests—2008. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3 %, and line 18 is not more than 33 1/3 %, check this box and stop here. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ <input type="checkbox"/>		

Supplemental Information. Complete this part to provide the explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12. Provide any other additional information. See instructions.

**SCHEDULE D
(Form 990)**Department of the Treasury
Internal Revenue Service**Supplemental Financial Statements**▶ Complete if the organization answered "Yes," to Form 990,
Part IV, line 6, 7, 8, 9, 10, 11, or 12.

▶ Attach to Form 990. ▶ See separate instructions.

OMB No. 1545-0047

2009Open to Public
Inspection

Name of the organization

Employer identification number

GRACE JONES COMMUNITY CENTER, INC.**59-2632876****Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" to Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate contributions to (during year)		
3 Aggregate grants from (during year)		
4 Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements. Complete if the organization answered "Yes" to Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (e.g., recreation or pleasure)	<input type="checkbox"/> Preservation of an historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 8/17/06	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the taxable year ▶ _ _ _ _ _

4 Number of states where property subject to conservation easement is located ▶ _ _ _ _ _

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, and enforcing conservation easements during the year ▶ _ _ _ _ _

7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year ▶ \$ _ _ _ _ _

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIV, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" to Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIV, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenues included in Form 990, Part VIII, line 1	▶ \$ _ _ _ _ _
(ii) Assets included in Form 990, Part X	▶ \$ _ _ _ _ _

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 relating to these items:

a Revenues included in Form 990, Part VIII, line 1	▶ \$ _ _ _ _ _
b Assets included in Form 990, Part X	▶ \$ _ _ _ _ _

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a ☐ Public exhibition
 b ☐ Scholarly research
 c ☐ Preservation for future generations
 d ☐ Loan or exchange programs
 e ☐ Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIV.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIV and complete the following table:

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIV.

Part V Endowment Funds. Complete if organization answered "Yes" to Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the year end balance held as:

- a Board designated or quasi-endowment ☐ _____ %
 b Permanent endowment ☐ _____ %
 c Term endowment ☐ _____ %

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) unrelated organizations
 (ii) related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R?

4 Describe in Part XIV the intended uses of the organization's endowment funds.

Part VI Investments—Land, Buildings, and Equipment. See Form 990, Part X, line 10.

Description of investment	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other	1,697,921		139,294	1,558,627

Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10(c).) **1,558,627**

Part XIV Supplemental Information (continued)

Area for supplemental information with horizontal dashed lines.

SCHEDULE O

(Form 990)

Department of the Treasury
Internal Revenue Service**Supplemental Information to Form 990**Complete to provide information for responses to specific questions on
Form 990 or to provide any additional information.

▶ Attach to Form 990.

OMB No. 1545-0047

2009Open to Public
Inspection

Name of the organization

GRACE JONES COMMUNITY CENTER, INC.

Employer identification number

59-2632876

Form 990, Part VI, Line 11A - Organization's Process to Review Form 990

REVIEWED BY FINANCIAL MANAGEMENT THEN SENT TO BOARD FOR REVIEW AND
APPROVAL

Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy

COMPILED AND REVIEWED / ENFORCED BY EXECUTIVE COMMITTEE

Form 990, Part VI, Line 15a - Compensation Process for Top Official

DETERMINED BY BOARD OF DIRECTORS

Form 990, Part VI, Line 15b - Compensation Process for Officers

DETERMINED BY FINANCIAL MANAGEMENT AND APPROVED BY THE BOARD OF DIRECTORS

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation

UPON REQUEST

Forms 990 / 990-PF	Mortgages and Other Notes Payable	2009
For calendar year 2009, or tax year beginning 07/01/09 , and ending 06/30/10		
Name GRACE JONES COMMUNITY CENTER, INC.		Employer Identification Number 59-2632876

Form 990, Part X, Line 23 - Additional Information

Name of lender	Relationship to disqualified person
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	

Original amount borrowed	Date of loan	Maturity date	Repayment terms	Interest rate
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				
(9)				
(10)				

Security provided by borrower	Purpose of loan
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	

Consideration furnished by lender	Balance due at beginning of year	Balance due at end of year
(1)	293,566	96,560
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
Totals	293,566	96,560

Federal Statements

11/24/2010 11:39 AM

Form 990, Part IX, Line 24f - All Other Expenses

Description	Total Expenses	Program Service	Management & General	Fund Raising
OFFICE SUPPLIES	\$ 6,994		\$ 6,994	\$
ELECTRIC	5,324	5,324		
TELEPHONE	3,153		3,153	
WATER	3,074	3,074		
TRASH REMOVAL	2,413	2,413		
PERMIT AND FILING FEE	741		741	
POSTAGE	496		496	
FIRE ALARM	423	423		
PRINTING	409		409	
TAXES	183		183	
AUTO & TRAVEL	98		98	
Total	\$ 23,308	\$ 11,234	\$ 12,074	\$ 0

Federal StatementsSchedule A, Part II, Line 5 - Excess Gifts

<u>Donor Name</u>	<u>Total</u>	<u>Excess</u>
	\$ 901,505	\$ 857,659
Total	\$ 901,505	\$ 857,659

I

FEE SCHEDULE



1304 Truman Ave Key West, FL 33040 Office 305.809.5000 Fax 305.292.5010
www.wesleyhouse.org

**Early Learning Coalition of Miami-Dade/Monroe- Monroe County
Child Care Center/Licensed Family Child Care Home Rates
Effective July 1, 2011**

Full time weekly rates

0-12 months (infants)	\$125.00
13-23 months (toddlers)	\$120.00
24-35 months	\$115.00
36-47 months	\$102.00
48-59 months	\$102.00
School Age	\$90.00

Part time weekly rates (remaining the same)

0-12 months (infants)	\$71.00
13-23 months (toddlers)	\$68.00
24-35 months	\$64.00
36-47 months	\$64.00
48-59 months	\$62.00
School Age	\$55.00

(Before and/or Afterschool)

I understand that the approved rates above are the maximum amount that I will be reimbursed for School Readiness services. If my rates are higher than the above rates, I understand that it is my responsibility to collect the difference from parents/guardians. If my rates are less than the above rates, I understand that I will be reimbursed at the lesser rate.

Iris Coe
Provider Signature

7/2011
Date

IRIS COE
Print Name

Grace Jones Daycare
Program Name

J

IRS LETTER – 501 C 3

Internal Revenue Service

Department of the Treasury

Washington, DC 20224

Grace Jones Community
Center, Inc.
P.O. Box 1319
Marathon, FL 33050

Person to Contact: **Wayne Hardesty**

Telephone Number: **(202) 566-4754**

Refer Reply to: **OP:E:EO:R:4**

Date: **14 MAY 1987**

Employer Identification Number: **59-2632876**
Key District: **Atlanta**
Accounting Period Ending: **June**
Foundation Status Classification: **509(a)(1) & 170(B)(1)(A)(vi)**

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of Code section 509(a), because you are an organization described in the sections of the Code shown above.

If your sources of support, or your purposes, character, or methods of operation change, please let your key district know so that office can consider the effect of the change on your exempt status and foundation status. Also, you should inform your key District Director of all changes in your name or address.

Unless specifically excepted, beginning January 1, 1984, you must pay taxes under the Federal Insurance Contributions Act (social security taxes) for each employee who is paid \$100 or more in a calendar year. You are not required to pay tax under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other federal excise taxes. If you have questions about excise, employment, or other federal taxes, contact your key District Director.

Donors may deduct contributions to you as provided in Code section 170. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522.

Grace Jones Community Center, Inc.

You are required to file Form 990, Return of Organization Exempt Income Tax, only if your gross receipts each year are normally more than \$25,000. If your gross receipts are not normally more than \$25,000 we ask that you establish that you are not required to file Form 990 by completing Part I of that Form for your first tax year. Thereafter, you will not be required to file a return until your gross receipts normally exceed the \$25,000 minimum. For guidance in determining if your gross receipts are "normally" not more than the \$25,000 limit, see the instructions for the Form 990. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. There is a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late unless you establish, as required by section 6652(d)(1), that the failure to file timely was due to reasonable cause.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under Code section 511. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513.

Please show your employer identification number on all returns you file and in all correspondence with the Internal Revenue Service.

We are informing your key District Director of this ruling. Because this letter could help resolve any questions about your exempt status foundation status, you should keep it in your permanent records.

If you have any questions about this ruling, please contact the person whose name and telephone number are shown in the heading of this letter. For other matters, including questions concerning reporting requirements, please contact your key District Director.

Sincerely yours,

Milton Carny

Milton Carny
Chief, Exempt Organization
Rulings Branch

K

**MONROE & CITY OCCUPATIONAL
LICENSES**

2010 / 2011
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2011

Business Name: GRACE JONES COMMUNITY CENTER INC

RECEIPT# 46115-62156

Owner Name: GRACE JONES COMMUNITY CENTER INC
Mailing Address: 200 62ST ST OCEAN
MARATHON, FL 33050

Business Location: 230 41ST ST GULF
MARATHON, FL 33050
Business Phone: 305-743-6064
Business Type: SCHOOLS REGULATED (SCHOOL REGULATED)

Rooms Seats Employees Machines Stalls

STATE LICENSE: C16MO0048						
			For Vending Business Only			
			Vending Type:			
Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
0.00	0.00	0.00	0.00	0.00	0.00	0.00

Paid 122-10-00003894 04/18/2011 0.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

Danise D. Henriquez, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX.
YOU MUST MEET ALL
COUNTY AND/OR
MUNICIPALITY PLANNING
AND ZONING REQUIREMENTS.

MONROE COUNTY BUSINESS TAX RECEIPT
P.O. Box 1129, Key West, FL 33041-1129
EXPIRES SEPTEMBER 30, 2011

Business Name: GRACE JONES COMMUNITY CENTER INC RECEIPT# 46115-62156

Owner Name: GRACE JONES COMMUNITY CENTER INC
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0.00	0.00	0.00	0.00	0.00	0.00	0.00

Paid 122-10-00003894 04/18/2011 0.00

L

**FLORIDA DEPT OF CHILDREN
AND FAMILIES LICENSE**



Annual



State of Florida

Licensing Agency:
Department of Children & Families:
Child Care Licensing
1111 Twelfth Street, Suite 304
Key West, FL 33040
305-292-6745

Child Care Facility Certificate of License

Certificate Number: C16MO0048

Name of Facility: Grace Jones Community Center & Daycare, Inc.

Address: 230 41st Street, Gulf

City: Marathon, FL 33050 County: Monroe

Owner: Grace Jones Community Center, Inc.

The Department of Children and Families being satisfied that this child care facility or child care program has complied with Chapter 65C-22, Florida Administrative Code, Child Care Standards, adopted by the Department and authorized in sections 402.301 – 402.319, Florida Statutes, approves an Annual license to operate this facility or program. This certificate is effective September 12, 2010 through September 11, 2011.

This license may be revoked or suspended for cause.

Maximum Licensed Capacity: 73

Hours of Operation: 7:00 am to 6:00 pm

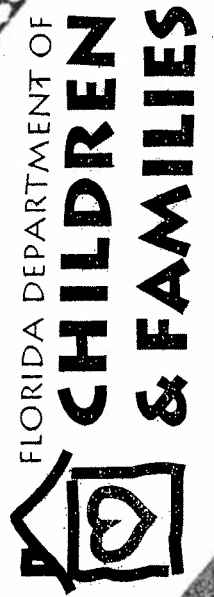
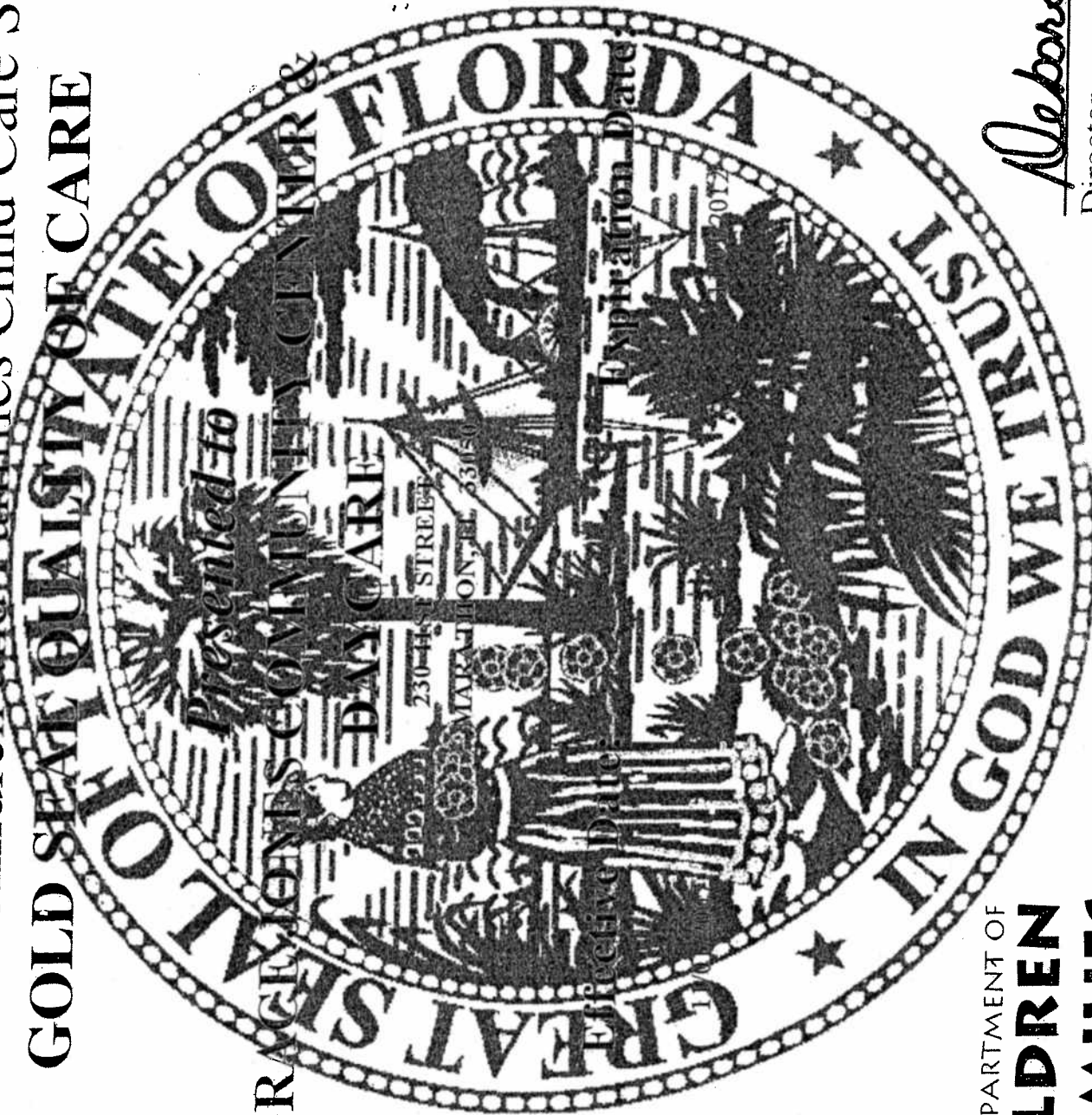

Region Administrator or Designee

M

FEDERAL OR STATE LICENSES

Department of Children and Families Child Care Services
GOLD SEAL QUALITY OF CARE

GRACIENT'S COMMUNITY CENTER &
DAY CARE



Neborah Russo
Director
Child Care Services



Awards
Accreditation
To
***Grace Jones Community
Center & Day Care***

*230 41st Street
Marathon, Florida 33050*

*This 1st day of November 2007
and is valid through
November 1, 2012*

This accreditation may be revoked for just cause.

Ellen M. Blake
APPLE Administrator

*APPLE number E3378
School aged Endorsement*

Tina Rae Gregoire
President – FACCM

A quality initiative of the Florida Association for Child Care Management



N

**FLORIDA DEPT OF HEALTH
LICENSE**



STATE OF FLORIDA
DEPARTMENT OF HEALTH

320402

OPERATING PERMIT

For: OSTDS - Operating and Aerobic

Issued To: **Grace Jones Day Care (-Legacy)**
230 41st St
Marathon, FL 33050

Billing ID: 44-BID-1183668

Permit Number: 44-QM-02718

County: 44 - Monroe

Issue Date: 08/27/2009

Permit Expires On: 08/01/2011

The facility shown above has been inspected by a duly authorized representative of the Department of Health, and was found in conformance with those rules promulgated by the department under the authority of Chapters 381, 386 and 489 Part III, Florida Statutes, and set forth in Rule 64E-6, Florida Administrative code.

This permit grants authority to operate the above referenced facility, service, or system in conformance with department rules and the conditions of operation shown below. This permit is revocable, upon service of notice, when it is determined by the department that the operational conditions and department standards are not being maintained.

Issued by: Monroe County Health Department

Bobbi Slaughter

DO NOT DETACH HERE

(Non-Transferable)



STATE OF FLORIDA
DEPARTMENT OF HEALTH

320402

CONDITIONS OF OPERATION

For: OSTDS - Operating and Aerobic

Grace Jones Community Center, 230 41st St Marathon, FL 33050

Issued To: **Grace Jones Day Care (-Legacy)**

Billing ID: 44-BID-1183668

Permit Number: 44-QM-02718

Permit Expires On: 08/01/2011

The operating permit for the facility shown above has been issued with the following conditions of operation:

O

AGENCY'S EEO POLICY/PLAN

**GRACE JONES
COMMUNITY CENTER**

**PERSONNEL
MANUAL**

13.1 Employees may not use Grace Jones Community Center work time or equipment to solicit or distribute literature concerning outside activities or organizations, or interests. While the diversity of interests within the community is acknowledged no employee shall impose their individual beliefs whether political or religious to other employees nor clients of Grace Jones Community Center.

13.2 The posting of written solicitations on company bulletin boards is prohibited.

XIV Equal Opportunity Employer

14.0 Grace Jones Community Center is an Equal Opportunity Employer and in all Grace Jones Community Center programs and services there will be no discrimination with regard to race, color, sex, religion, age, national origin, disability, handicap, martial status or sexual orientation.

Our continued success depends heavily on the full and effective utilization of qualified persons. We strive to hire, develop, and retain the most qualified people we can find basing our judgement on each individual's job-related qualifications, capabilities, and potential.

P

**SUMMARY REPORT OF MOST
CURRENT
EVALUATION/MONITORING**

This report is confidential: Yes ☐ No ☐

- Service Location/Vehicle
☐ Telephone ☐ Agency Office ☐ Home Site ☒ Provider Site ☐ Community Location
☐ Registered ☒ Licensed ☐ Exempt ☐ Informal ☐ Potential

Date: 3/2/2011 Recipient (name): Tracy Hanna

Time Spent: 9AM

Program Name: Grace Jones Community Center

- | | | | |
|---|---|--|---------------------------------------|
| <input type="checkbox"/> Contract Management | <input type="checkbox"/> Family Child Care | <input type="checkbox"/> Client Support Services | <input type="checkbox"/> Resource Van |
| <input type="checkbox"/> Nutrition | <input type="checkbox"/> Recruitment | <input type="checkbox"/> Transportation | -Quality Enhancements |
| <input type="checkbox"/> Community Education | <input checked="" type="checkbox"/> Provider Technical Assistance | <input type="checkbox"/> Client Eligibility | -Drop off |
| -Public Relations | | | -AHEC |
| <input type="checkbox"/> CDA/State Mandated Trainings | - Reimbursement | | -Ellison Order |
| | - Ages & Stages | | -Make-n-Take |
| | | | -SRC |
| | | | -Training |
| | | | <input type="checkbox"/> Other |

Service Narrative: I observed Tracy w/ 4 children - 4 VPK, 1 VPK absent & 2 others, Beatrice & Ms Betty Rodriguez was observing/Training. Lesson plans were followed, interactions were all 2-Follow-up: positive. The instruction was appropriate and effective.
The class room was clean, labeled and efficient

Resources Offered:

ELC Chart & Materials for VPK check list, Creative Curr. Implementation Checklist

Staff Signatures: Anne Hoyt

Recipient Name: Tracy Hanna

Recipient Signature: [Signature]

and VPK standards quick checklist, on line resources, Dr Jean's Transition Tips & Tricks, VPK Transportation Lesson plan, Dr Jean's Rock, rhyme & Read' and

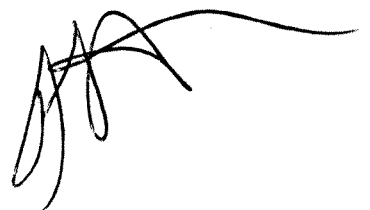
Date: 3/2/2011 Teacher: Tracy Hannah School: Grace Jones Commu
Center

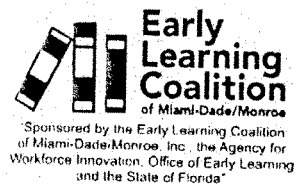
VPK Monitoring Notes: I observed Tracy w/6 children - 4 VPK, 1 VPK absent & 2 others. A new teacher was observing AS well so ratio was 2:6. Interactions were positive and encouraging. She individualized activities during center to meet delay/advance of students. The activities follow the lesson plan including materials to act out the book she read prior to going on playground - Directed outdoor play was chosen by children. Circle include phonemic activity & review of last weeks AS well. Rhyming & compound words, sequencing, ordinal #'s AS lining up ... the class is well organized w/ interactive word wall & charts

Quality Improvement Plan:

1. you could add standard to lesson plan - see not
2. The shelves & bins are labeled but you could add furniture & physical structure re door
- 3.
- 4.
- 5.

re #1 QIP - VPK standards are cross referenced w/ High reach lesson plans w/ different coding system. Her question is which code - as creative curr. has one & she incorporates those in her plans as well.





Date of Monitoring: 1-14-10 Start Time: 8:45 End Time: 10:30am
Voluntary Pre-Kindergarten Monitoring Tool for Miami-Dade/Monroe

Name of VPK Provider: <u>Grace Jones Comm.</u>	License Number: _____
Address of VPK Site: <u>230 41st St. Gulf Marathon, FL 33050</u>	Phone: <u>743 6064</u>
	Fax: _____

Objective	Full	Partial	No	N/A	Notes
Class Information:					
Number of VPK Classroom match Form 11 <u>A09</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Class days <u>M-F</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Class hours <u>9-12</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Class Size:					
Instructor to child ratio requirement met:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
School Year: 1 instructor to 10 students -2 instructors to 11-18 students (Max. class size 18)	<u>10:1</u>				
Summer: 1 instructor to 12 students (Max. class size is 12)	<u>present</u>				
Attendance:					
Sign in/out sheet complete & accurate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signed Monthly Parent certification form completed by parent /guardian.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>through Jan 10</u>
Absences for a continuous 5 days have been documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Extraordinary circumstances absences are documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does classroom enrollment match EFS/ Attendance Roster?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Florida Standards:					
1. Areas clearly defined (at least 5)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Shelves & containers labeled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Daily schedule posted (adult)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Pictorial schedule (child)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Art work at child's eye level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Evidence of literacy activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Lesson plan for the day available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Best practice dictates a fuller, more complete plan with times & the inclusion of VPK standards.

6. Curriculum:

Curriculum certified on Form AWI-VPK 10 is utilized in classroom.

High Reach.
Creative Curriculum

Director & Teacher Information

Name of Director:
Ms. Coe

Director Credential

Classroom 1

Confirm teacher of record
Confirm aide of record

a) Tracy Hannah
b) N/A

Classroom 2

Confirm teacher of record
Confirm aide of record

c)
d)

Classroom 3:

Confirm teacher of record
Confirm aide of record

e)
f)

Classroom 4:

Confirm teacher of record
Confirm aide of record

g)
h)

5:

word wall ☒
Portfolio ☒
Phonemic awareness ☒
Letter chart ☒

Director's Name (Print): Val Taylor

Director/Teacher's Signature: [Signature]

VPK Director's Signature: [Signature]

Date Reviewed: 1/15/10



CHILD CARE PROGRAM ASSESSMENT — GENERIC

Name of Center <i>Grace Jones</i>		Date of Assessment <i>4/13/11</i>
Address of Center <i>230 41st Street Gulf</i>		Center Director <i>Mrs. Coe</i>
<i>Marathon FL 33050</i>		Telephone Number <i>743-6067</i>
Check One: <input type="checkbox"/> Initial Review (new program not under contract) <input type="checkbox"/> Mid-Year Assessment <input type="checkbox"/> Contract Review (prior to renewal of contract)	Reviewed By <i>L. Dunn</i>	
Time In Time Out	Recheck Date	

20 1. PROGRAM MANAGEMENT AND STAFF DEVELOPMENT (20)

The program is efficiently administered with attention to the needs and desires of children, parents, and staff.

- 0 2 (4) a. Documentation of each child's arrival and departure by parent/guardian is maintained daily. Documentation that a system exists, such as sign-out sheets, are kept to verify parent/guardian documentation of children's arrival and departure. Before and after school age programs are exempt from sign-in/out when the school age children are arriving from or departing to a local educational institution. In the morning, they are signed in and in the afternoon signed out to authorized persons. Children arriving/leaving by bus can be signed in/out by a responsible staff member.
- 0 1 (2) b. There is documentation of monthly staff meetings which include dated sign-in sheets with agendas. Staff memos dated and signed/initialed by staff are also an acceptable periodic means of communication.
- 0 1 (2) c. Each staff member receives an annual written evaluation. Assessor will review the staff evaluation form used to evaluate staff. Forms are signed and dated. Content review is inappropriate.
- 0 1 (2) d. An employees' handbook is available, with information such as job descriptions, parent complaint procedures, absenteeism policy, dress code, hours of operation, vacation or leave policies, abuse reporting procedures, etc. Handbook can be typed or handwritten.
- 0 1 (2) e. Early childhood resources are available to help staff plan age-appropriate activities for all ages of children served. Resources could include resource books on child development, classroom management techniques, idea/activity books, professional magazines, etc.
- 0 2 (4) f. Credentialed staff are required to complete 12 hours of in-service training annually. Non-credentialed staff are required to complete 40 hours of in-service training.
- Credentialed staff who work 20 hours or less per week are required to complete 6 hours of training per year. Non-credentialed staff who work 20 hours or less per week are required to complete 20 hours of training.*
- Training requirements are reviewed once a year. At the review, the files are checked on current employees to make sure they have completed their training requirements for the previous program year.*
- 0 2 (4) g. The number of children in a group is limited to facilitate adult/child interaction and constructive activity among children. Maximum group sizes (with appropriate ratios) are:
- | | | | |
|-------------|---------------|--------------------|-------------------|
| Infants - 8 | Toddlers - 12 | Two year olds - 22 | Preschoolers - 20 |
|-------------|---------------|--------------------|-------------------|

14 2.
(14)

PARENT INVOLVEMENT

Parents/guardians are well-informed about and welcome as observers and contributors to the program.

- 0 2 (4)
- a. Center provides a planned program of experiences and activities which support and enhance the parental role as the principal influence in their child's education and development. Evidence could include but is not limited to documentation of parent/teacher conferences signed by the parent/guardian, parent meeting agendas listing the topics covered with sign-in sheets attached, and parent education which could be part of the parent meetings, information on bulletin boards, or newsletters, etc.
- 0 1 (2)
- b. Parents/guardians and other family members are welcomed visitors in the center at all times (to observe, eat lunch, volunteer, help in the classrooms). Evidence could include parent/guardian interviews or guidelines stated in the written policies of the center, etc.
- 0 1 (2)
- c. Parents/guardians are informed about the center's program through regular newsletters, bulletin boards, parent information centers, frequent notes, telephone calls, etc.
- 0 1 (2)
- d. Parents/guardians and other family members are encouraged to be involved in the program by collecting or creating materials for classroom use, acting as members of the Center Policy Committee, or assisting with special activities, etc.
- 0 1 (2)
- e. New parents/guardians are provided the program's operating policies and procedures, holidays and are updated about any changes in the existing policies in writing.
- 0 1 (2)
- f. *front door + copy in sign in / sign out*
Parents/guardians receive information periodically about USDA recommended requirements. Parent handouts, newsletters, lunch box ideas, meeting agendas, or training session records are acceptable forms of documentation. Center could have a "reminder" note for lunch boxes when guidelines are not met.

Comments:

18 3.
(18)

PHYSICAL ENVIRONMENT

The indoor and outdoor physical environment fosters optimal growth and development through opportunities for exploration and learning.

- 0 1 (2) a. Indoor environment is clean, attractive, and spacious. A clean environment has no noxious odors. The toys, floors, carpeting, furniture, cots and mats and bathrooms are clean. An attractive environment has no evidence of peeling paint and has no ripped, heavily stained, or soiled carpets. A spacious environment has toys and furniture arranged in an orderly fashion allowing for movement.
- 0 1 (2) b. Individual spaces for storing children's personal belongings are provided and clearly labeled with each child's name and/or symbol. Storage areas can be purchased or improvised.
- 0 1 (2) c. A soft and nurturing environment is evident. Softness can be provided in many ways - cozy furniture such as rockers and pillows, carpeting, adults who cuddle children on their laps, etc.
- 0 1 (2) d. Cultural diversity is seen throughout the center and reflects the cultural diversity of the center and society as a whole. Items could include multi-cultural dolls, doll clothes, pretend food, dress-up clothing, posters and pictures, books, tapes and records, puppets, flannel board accessories, puzzles, block accessories, cooking experiences, creative materials, etc.
- 0 1 (2) e. There is no evidence of gender, race, or disability bias. Dress-up areas include male and female clothing and accessories. Pictures and books include people with disabilities and show non-traditional roles. Staff do not demonstrate stereotypical expectations of children such as boys don't play with dolls.
- 0 1 (2) f. Wall hangings, which could include pictures, posters, charts, and/or art work, are at the child's level.
- 0 1 (2) g. Children's work is displayed throughout the center.
- 0 1 (2) h. The furniture used by children is appropriate for their age and size.
- 0 1 (2) i. The outdoor environment is ready for children to play. Broken equipment has been removed, the ground is free of trash and debris, fencing and gates are in good repair.

Comments:



FLORIDA DEPARTMENT OF
**CHILDREN
& FAMILIES**

CHILD CARE PROGRAM ASSESSMENT — GENERIC

Name of Center <i>Grace Jones</i>		Date of Assessment <i>4/13/11</i>
Address of Center <i>230 41st Street Gulf Marathon FL 33050</i>		Center Director <i>Jris Coe</i>
		Telephone Number <i>743-6067</i>
Check One: <input type="checkbox"/> Initial Review (new program not under contract) <input type="checkbox"/> Mid-Year Assessment <input type="checkbox"/> Contract Review (prior to renewal of contract)		
Time In	Time Out	Reviewed By <i>L. Dunn</i>
		Recheck Date

ASSESSMENT OUTCOME

GENERIC

Components:	Point Value	Initial Visit	Follow-up Visit
Program Management	20	<u>20</u>	_____
Parent Involvement	14	<u>14</u>	_____
Physical Environment	18	<u>18</u>	_____
Subtotal:	52	<u>52</u>	_____
		<u>100</u> %	_____ %

INFANT

Components:	Point Value	Initial Visit	Follow-up Visit
Interaction	84	<u>84</u>	_____
Developmental Program	16	<u>16</u>	_____
Physical Environment	55	<u>55</u>	_____
Health	18	<u>18</u>	_____
Nutrition	14	<u>14</u>	_____
Subtotal:	187	<u>187</u>	_____
		<u>100</u> %	_____ %

TODDLER

Components:	Point Value	Initial Visit	Follow-up Visit
Interaction	96	<u>96</u>	_____
Developmental Program	36	<u>36</u>	_____
Physical Environment	82	<u>82</u>	_____
Health	22	<u>21</u>	_____
Nutrition	16	<u>16</u>	_____
Subtotal:	252	<u>251</u>	_____
		<u>99</u> %	_____ %

TWO YEAR OLD

Components:	Point Value	Initial Visit	Follow-up Visit
Interaction	110	<u>110</u>	_____
Developmental Program	44	<u>44</u>	_____
Physical Environment	104	<u>104</u>	_____
Health	8	<u>8</u>	_____
Nutrition	16	<u>16</u>	_____
Subtotal:	282	<u>282</u>	_____
		<u>100</u> %	_____ %

PRESCHOOL

Components:	Point Value	Initial Visit	Follow-up Visit
Interaction	136	<u>136</u>	_____
Developmental Program	52	<u>52</u>	_____
Physical Environment	116	<u>116</u>	_____
Health	8	<u>8</u>	_____
Nutrition	16	<u>16</u>	_____
Subtotal:	328	<u>328</u>	_____
		<u>100</u> %	_____ %

SCHOOL-AGE

Components:	Point Value	Initial Visit	Follow-up Visit
Interaction	62	_____	_____
Developmental Program	22	_____	_____
Physical Environment	56	_____	_____
Health	8	_____	_____
Nutrition	8	_____	_____
Subtotal:	156	_____	_____
		<u>100</u> %	_____ %

Components:	Point Value	Initial Visit	%	Follow-up Visit	%
Generic	52	<u>52</u>	<u>100</u> %	_____	_____
Infant	187	<u>187</u>	<u>100</u> %	_____	_____
Toddler	252	<u>251</u>	<u>99</u> %	_____	_____
Two Year Old	282	<u>282</u>	<u>100</u> %	_____	_____
Preschool	328	<u>328</u>	<u>100</u> %	_____	_____
School-Age	156	_____	<u>100</u> %	_____	_____
Total:	<u>1257</u>	_____	_____	_____	_____

Inis Coe

the center director, acknowledge the receipt of the Child Care Program Assessment.

Reviewer's Signature

Date Signed

Provider's Signature

Wesley House Community Center, Inc.
CHILD CARE TEACHER EVALUATION

N= needs improvement
S= satisfactory
E= excellent

Date: 11/13/11
Teacher: L. Mitchell
Supervisor: _____

Annual: ☒ Probation: ☐

GENERAL RESPONSIBILITIES		N	S	E
Comments:				
1. Takes responsibility in completing child care records (food, attendance, accident forms, etc.)				✓
2. Keeps written observations on children as required or requested.				✓
3. Actively participates in staff meetings.		✓		✓
4. Knows and understands the administrative structure of the center/agency.			✓	✓
5. Maintains an environment in compliance with the Child Care Program Assessment Tool.				✓
6. Complies with the rules of HRS Chapter 10M-12, Child Care Standards.				✓
7. Complies with the guidelines of the Personnel Manual and Directly Operated Manual.				✓
8. Assists families with the Parent Handbook Guidelines.				✓
PERSONALITY TRAITS				
Comments:				
1. Organization (prepares appropriate materials, readies room, etc.)				✓
2. Professional Growth (attends meetings, workshops, reads related materials).				✓
3. Dependability (comes to work on time and daily, does not abuse leave time).				✓
4. Initiative (makes sound decision, does not need directions for everything, looks for ideas, brings in outside materials, plans trips).		✓		✓
5. Imagination (finds new and creative ideas, brings in outside materials)		✓		✓
6. Resourcefulness (brings in outside materials, uses community resources)			✓	✓
7. Motivation (inner drive to get things accomplished without constant prodding)			✓	✓
8. Emotional Stability (able to handle routine situations, uses good judgment, calm, good humor)			✓	✓
9. Cooperative (works constructively with all staff and administration)			✓	✓
10. Capability (has knowledge and experience, knows where to look for help and ideas)			✓	✓
696				
CLASSROOM PROCEDURES				
Comments:				
1. Is aware of what is happening in the room and where the children are at all times.				✓
2. Is a participant in the room, not just an observer or supervisor.				✓
3. Is effective in carrying out all daily routines (including cleaning, diapering, toileting, feeding, etc.)				✓
4. Is able to make smooth transitions from one activity to the next.				✓

	N	S	E
5. Ability to express these feelings at appropriate times and to find constructive ways of coping with them to ensure a pleasant and cooperative work environment.			
INTERPERSONAL RELATIONSHIPS			
Comments:			
1. With children			✓
2. With parents			✓
3. With colleagues			✓
VOICE			
Comments:			
1. Voice is mellow and well modulated.			✓
2. Voice has varied tones, not monotonous.			✓
3. Speaks clearly, easily understood.			✓
4. Speaks to children as people.			✓

(State measurable objectives and time for implementation.)

Goals: To take all class I can to be the best teacher.

Employee Comments:

Staff Signature [Signature]

Director Signature [Signature]

Date 1/11

FLORIDA DEPARTMENT OF EDUCATION 2009-10 Voluntary Prekindergarten (VPK) Provider Kindergarten Readiness Rate Report				
2009-10 Program Year Maximum Rate: 200 Low Performing Provider: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Readiness Rate History:		
Program Type: <input checked="" type="checkbox"/> School-Year <input type="checkbox"/> Summer		GRACE JONES COMMUNITY CTR 230 41ST STREET- GULF, MARATHON, FL 33050 Early Learning Coalition of Miami-Dade/Monroe		2008-09 Low Performing Provider: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		2009-10 VPK Provider Kindergarten Readiness Rate: <u>200</u> Minimum Rate: 140		2007-08 Low Performing Provider: <input type="checkbox"/> Yes <input type="checkbox"/> No
				2006-07 Low Performing Provider: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				2005-06 Low Performing Provider: <input type="checkbox"/> Yes <input type="checkbox"/> No
Children Included in VPK Provider Kindergarten Readiness Rate Calculation				
Children Served	Children Meeting Substantial Completion	Children Screened on Any Measure	Children in Readiness Rate Calculation	Percent of Children in Readiness Rate Calculation
11	9	11	9	82
VPK Provider Kindergarten Readiness Rate Calculation				
			ECHOS™	FAIR
Children Ready for Kindergarten: ECHOS™: Demonstrating or Emerging Progressing FAIR: Probability of Reading Success: At or Above 67 Percent			*	*
Children Screened: The number of children screened on each of the two measures.			*	*
Percent of Children Ready for Kindergarten: The number of Children Ready for Kindergarten divided by the number of Children Screened on each measure.			100	100
The VPK Provider Kindergarten Readiness Rate is the sum of the Percent of Children Ready for Kindergarten.			200	
* No data are displayed when there are less than 10 children				

For more information, contact Florida Department of Education/Office of Early Learning, by calling (850) 245-0445 or 1-866-447-1159 or via e-mail at earlylearning@fldoe.org

Voluntary Prekindergarten (VPK) Provider Kindergarten Readiness Rate Report

Program Type

- VPK Program Type is either the school-year (540 hours) or summer (300 hours) program.

Low Performing Provider

- A Low Performing Provider is one who does not achieve a minimum readiness rate that would demonstrate the provider's satisfactory delivery of the VPK program. The minimum rate adopted by the State Board of Education may not exceed the rate at which more than 15 percent of all providers would fall below the minimum rate. If the readiness rate of a private provider or public school falls below the minimum rate, the coalition or school district, as applicable, shall require the provider or school to submit an improvement plan for approval by the coalition or school district, as applicable, and to implement the plan.

Children Included in the VPK Provider Readiness Rate Calculation

- **Children Served** - The number of children enrolled at the provider for the 2009-10 program year. The VPK Provider must have served at least four children to be included in the readiness rate.
- **Children Meeting Substantial Completion** - The number of children who attended at least 70% of the provider's school-year or summer program. The provider must have served at least four children to be included in the readiness rate calculation.
- **Children Screened on Any Measure** - The number of children who were screened with any or all of the Florida Kindergarten Readiness Screener (FLKRS) measures. FLKRS is administered in the first 30 days of kindergarten and includes a subset of the Early Childhood Observation System™ (ECHOS™) and the Florida Assessments for Instruction in Reading (FAIR). At least 4 children, who completed at least 70 percent of the program and are matched to both FAIR and ECHOS results, are required for a provider to receive a readiness rate.
- **Children in Readiness Rate Calculation** - The number of children who attended at least 70% of the provider's school-year or summer program and who were screened on any one of the two FLKRS measures.
- **Percent of Children in Readiness Rate Calculation** - The number of Children in the Readiness Rate Calculation divided by the number of Children Served.

VPK Provider Kindergarten Readiness Rate Calculation

- **Children Ready for Kindergarten** - The number of children whose results on the FLKRS measures demonstrated readiness for kindergarten. Readiness for Kindergarten on ECHOS™ is Demonstrating or Emerging/Progressing, and on FAIR it is a Probability of Reading Success: At or Above 67 Percent.
- **Children Screened** - The number of children screened on each of the two FLKRS measures.
- **Percent of Children Ready for Kindergarten** - The number of Children Ready for Kindergarten divided by the Children Screened on each measure.
- **VPK Provider Kindergarten Readiness Rate** - The sum of the Percent of Children Ready for Kindergarten. The maximum rate is 200.

Providers Not Included in the Readiness Rate

- Some private and public school VPK Providers will not meet the criteria for the calculation of a Kindergarten Readiness Rate because they did not serve at least four children who substantially completed the program and were screened on both ECHOS and FAIR.
- Information as to why a private or public school VPK Provider was not included in the readiness rate calculation will be included on the VPK Provider Profile.

Name and Address of Site:

Grace Jones Comm. Ctr. Inc.
230 41st Street Gulf
Marathon, FL 33050



CHILD CARE FOOD PROGRAM
SITE REVIEW FORM
(FOR DOH USE)

Responsible Principal(s)/Individual(s):

Iris Cue

Authorization #:

I-179

RPS #:

S-5

Telephone #:

(305) 743-6064

Refer to Instructions Before Completing the Review

Type of Site:

CCC ☒
ASP ☐
HCNP ☐
DCH ☐ (Tier Level: ☐)

DCF License or Religious Accreditation Info:

License #: C16M00048
Capacity: 73
Exp. Date: 9/11/2011

Meals Approved to Claim:

(B) MS (L) (AS) S ES

Meal Observed:

(B) MS L AS S ES

Non-Meal Review ☐

Review Date

11/18/2011

Arrival Time

Fiscal Year

2010-2011

First Claim Review?

☐

RECORD KEEPING/ELIGIBILITY REQUIREMENTS

YES

NO

N/A

COMMENTS

1. The site has a current food permit or one that was issued between Oct. 1, 2009 and June 30, 2010.

Food Permit #: 440M02718

✓

Exp. 8/11/2011

2. The last food permit inspection was satisfactory.

Date of last inspection: 9/10/10

✓

Satisfactory

3. The site has a current license and appears to be within licensed capacity, age limits, and provider/child ratio.

✓

Observed

4. For CCCs, the site has an up-to-date and accurate enrollment roster on file at the site, or if sponsored, at the sponsor's office.

✓

5. For CCCs, completed and correctly approved Free and Reduced applications are on file at the center or if sponsored, at the sponsor's office.

✓

6. Current Enrollment Forms and CCFP Child Participation Forms are on file for every child.

✓

7. Complete and accurate Infant Feeding Forms are on file for each child under the age of 12 months.

✓

8. If a for-profit CCC, the site had the required number of low-income eligible children enrolled to file the test month claim.

✓

Private Non-profit

9. The site is taking daily attendance on an approved form.

✓

10. The contractor or provider retains program records (including signed contracts and agreements) for the prior three years plus the current FY.

✓

11. The site only claims meals served to children that meet program age requirements.

✓

12. If the site receives catered meal service, a current catering contract is on file that meets DOH policies.

✓

Self-prop

13. If the site receives catered meal service, the site followed proper procurement procedures (formal or informal) to secure catered meal service contract.

✓

"

14. If the site receives catered meal service and if the initial meal service contract totals \$50,000 or more, the site received prior written approval from DOH before signing the contract.

✓

"

15. If the site receives meal service from a caterer, payments to caterer are disbursed within five working days from the date reimbursements are received from the comptroller's office.

✓

"

16. If an ASP site, the site is correctly qualified using school zone information and offers educational and/or enrichment activities.

✓

17. In a Tier I home, the provider only claims her/his own child(ren) when other child(ren) are present, and an eligible Provider Income Statement is on file.

✓

18. In a Tier II home, the sponsor has offered to the provider to collect Tier II Household Income Statements from parents.

✓

HEALTH, SAFETY, AND SANITATION REQUIREMENTS	YES	NO	N/A	COMMENTS
19. Employees handling food meet the proper hygiene requirements.	✓			
20. Employees and children wash their hands properly, frequently, and at appropriate times.	✓			Observed
21. Food is obtained from sources that meet federal and state health standards.	✓			
22. Refrigeration units are maintained at 41° F or below.	✓			stand up refrigerator 40°F 30°F infant room
23. Freezers are maintained at 0° F or below.	✓			Both Freezers 0°F
24. Cleaning supplies are stored separately from food.	✓			separate closet
25. There is no evidence of rodent or insect infestation.	✓			None observed
26. Food is stored at least 6 inches off the floor.	✓			Observed
27. Potentially hazardous foods are cooked and/or reheated to proper internal temperatures.	✓			
28. Prepared food is stored in clean, covered containers that are clearly labeled and marked with date of preparation.	✓			
29. Potentially hazardous foods are maintained, and if catered, delivered at the proper temperatures.			✓	Self-prep
30. For catered sites renewing with the <u>2009-2010 catering contract</u> , the site has cold and hot food storage with an adjustable temperature control or food delivery time and temperature is recorded by caterer before transport and by site staff when the food is delivered to the site.			✓	
31. There are no obvious fire, health, or safety hazards.	✓			None observed
MEAL OBSERVATION	YES	NO	N/A	COMMENTS
If non-meal review, answer questions marked with an asterisk and mark all others 'N/A'.				
32. Today's Menu: <u>Milk</u> <u>Peaches, Cuts w/ cheese And Toast</u>				
33. Site is serving meals at the proper times.	✓			8:30 am - 9 am
34. All meals on the posted menu meet the meal pattern requirements.*	✓			Approved Menu
35. The observed meal corresponds to the posted menu.	✓			
36. The observed meal contains all required components, served in the required quantities. If no, list any missing and/or inadequate components.	✓			
37. The observed meal contains a variety of colors, textures, etc.	✓			
38. The observed meal was served at a safe temperature.	✓			
39. Meals eaten away from the site and claimed for reimbursement adhere to all CCFP meal requirements.*			✓	No Field Trips
40. If exceptions to the meal pattern are made, medical and/or parent letters are available.	✓			on file
41. Ready-to-eat cereal products on the posted menu contain no more than 10 grams of sugar per serving.*	✓			

MEAL OBSERVATION (Cont.)		YES	NO	N/A	COMMENTS	
42. The site is following CCFP policy pertaining to sweet grain/bread products on the posted menus.*		✓				
43. Juice is served no more than once a day.*		✓				
44. "Whole" fruits and vegetables are served at least twice a week at breakfast and twice a week at snack.*		✓				
45. Low-fat (1%) and/or fat-free (skim) milk is being served to children age 2 and older.*		✓				
46. If using commercially processed combination foods, the site is following regulatory guidelines.*		✓				
47. The site follows regulatory requirements for feeding infants.		✓				
48. An accurate meal count is taken at the point of service and recorded within one hour of meal service for all except DCH providers who must record meals by the end of the day.*		✓				
49. If required, the site records meal counts by name.*				✓		
50. If taking meal counts by name, the site consolidates them on the Monthly Meal Count Record form on a daily basis.*				✓		
TRAINING REQUIREMENTS		YES	NO	N/A	COMMENTS	
51. Program staff have been adequately trained on CCFP requirements.		✓				
52. If a sponsored site, the sponsor has provided training on CCFP requirements.				✓		
CIVIL RIGHTS REQUIREMENTS		YES	NO	N/A	COMMENTS	
53. The organization allows equal access to its site regardless of race, color, national origin, age, sex, or disability.		✓				
54. The organization collects racial/ethnic data for enrolled children at the site annually and keeps this information on file for the required time period.		✓				
55. The organization announces publicly that admission is open to all regardless of race, color, national origin, sex, age or disability.		✓				
56. The "And Justice For All" non-discrimination poster is posted in a conspicuous place.		✓			Posted	
57. Informational materials are provided in the appropriate translation concerning the availability and nutritional benefits of the program, if requested.		✓				
58. The organization makes CCFP information available to the public upon request.		✓				
59. The WIC flier is conspicuously posted or distributed to parents.		✓			Posted	
60. Record meal counts by racial/ethnic categories below:						
Ethnicity Totals:		Race Totals: (Children can be counted in more than one race category)				
HISPANIC OR LATINO	NOT HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKAN NATIVE	WHITE	BLACK or AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
10	31	4	20	21	4	

CIVIL RIGHTS REQUIREMENTS (Cont.)

61. Explanation of any possible civil rights problem(s) identified:

N/A

SPONSORED SITE REQUIREMENTS	YES	NO	N/A	COMMENTS
62. The sponsor monitor displays photo identification.			✓	
63. The sponsor responds to center staff/provider requests within two days.			✓	
64. The sponsor does not use gifts or incentives to recruit or retain centers/providers.			✓	
65. All site reviews are unannounced (excluding the one allowed day care home non-meal review per FY).			✓	
66. The sponsor monitor conducted the review in a fair and unbiased manner.			✓	
67. The sponsor monitor demonstrated knowledge of program rules and regulations.			✓	
68. If required, the sponsor monitor issued a Disallowance and/or, if applicable, a Notice of Serious Deficiency.			✓	
69. If applicable, the sponsor monitor required the site representative/provider to complete a Corrective Action Plan.			✓	

5-DAY TEST

70. Meal count on day of review

4241

Record meal counts for the same meal type observed on the day of the visit for the 5 previous meal service days. Use the 5 previous weekend day meal counts for weekend reviews.

$$\begin{array}{ccccccc}
 \boxed{45} & + & \boxed{44} & + & \boxed{43} & + & \boxed{43} & + & \boxed{42} & = & \boxed{217} & \text{Divided by } 5 & \boxed{43.4} & \times .85 = & \boxed{36.88} \\
 \text{Date } 1/14 & & \text{Date } 1/13 & & \text{Date } 1/12 & & \text{Date } 1/11 & & \text{Date } 1/10 & & \text{Meal Count Total} & & \text{Average} & & \text{(37)}
 \end{array}$$

71. Is the number of meals served on the day of the review equal to or greater than 85% of the average? Yes ☒ No ☐

If no, write the explanation here:

90%

72. If #71 was answered "No," was the explanation provided adequate?

Yes ☐

(Site "passed" 5-Day Test)

No ☐

(Site "failed" 5-Day Test and further follow-up is required)

FINANCIAL MANAGEMENT REQUIREMENTS

Test Month Claim: Complete Items 73-79 for I's, and single-site H's and A's only

REVIEW MONTH:
Dec 2010

REIMBURSEMENT:
\$ 3,424.78

73.	Breakfast	Morning Snack	Lunch	After-noon Snack	Supper	Even-ing Snack	Free	Re-duced	Non-Needy	Food Costs	Total Oper. Costs	Total Admin. Costs
Claimed	864	/	863	1205	/	/	41	12	20	1,472 ⁵²	4212	470
Verified	864	/	863	1205	/	/	41	12	20	1,472 ⁵²	4212	470
Difference	0	/	0	0	/	/	0	0	0	0	0	0

	YES	NO	N/A	COMMENTS
74. The number of meals claimed is accurate.	✓			
75. The site has appropriate source documentation to support all costs claimed to the program.	✓			Reviewed
76. If claiming labor costs, Personnel Activity Reports (PARs) are on file and are correctly completed.	✓			"
77. For the test month, total expenditures are equal to or greater than the reimbursement.	✓			
78. For the test month, food costs equal or exceed 50% of the total reimbursement, as recommended.		✓		% spent on food: 43

79. CLAIM EDIT: For I's and single-site H's, and A's; complete each line with the data requested.

	A	B	C	D	E	F
Site Name	Licensed Capacity	Total # Enrolled per Claim	Highest Meal/Snack Count	If For-Profit, # Title XX	If For-Profit, # of F/R	# of Children on Attendance Records
Grace Jones Comm. CTR	73	73	69	N/A	53	73

MONITORING REVIEW SUMMARY	YES	NO	N/A	COMMENTS
80. The institution has substantially implemented and maintained corrective action for any deficiencies identified during previous reviews. If 'No' is marked, the Program Specialist may need to recommend that the contractor receive a Warning Letter, Serious Deficiency, or Propose to Terminate Letter.			✓	
81. Was a block claim observed during this review? (If yes, complete a Block Claim Report.)		✓		
82. Is a disallowance required?		✓		
83. Is a revised claim required? What month(s)?		✓		
84. Is a follow-up review required?		✓		
85. Is an ADR (Additional Documentation Required) necessary?		✓		
86. Is a Warning Letter necessary?		✓		
87. Is a Notice of Serious Deficiency recommended?		✓		
88. Is the contractor required to attend a Monthly Record Keeping Review class provided by DOH or training by the Sponsor?		✓		

Item #

Review Summary

#78 For Test month (December 2010) Contractor Food costs did not exceed nor equal the total Amount of Reimbursement as recommended. 43% of Reimbursement was used on food purchase. Technical Assistance was provided to Contractor.

Contractor was informed that 50% of the total Reimbursement is to go towards food purchase.

Contractor purchased 75 gallons of milk and per milk usage test calculator, the minimum required was 66 gallons.

The contractor explained that for the ~~last week~~ ^{throughout the} month Food was being purchased from Publix, where they were having a sale, buy one get one free.

No Corrective Action Plan required.

Reviewer must receive a Corrective Action Plan addressing any deficiencies identified above by close of business on N/A. The Corrective Action Plan must describe those actions being taken to correct each deficiency, the person responsible for correcting the deficiency, and the date by which each deficiency will be corrected.

[Signature]
DOH Representative

1/8/11
Date

11:10 AM
Departure Time

[Signature]
Site or Sponsor Representative

1/18/11
Date

For DOH Use

Is review closed?



Yes



No

Q

**ADDITIONAL INFORMATION
REQUIRED LAST YEAR**

**BOARD LIST
(WHEN ELECTED)
BY-LAWS**

**CORPORATE POLICES
(CONFLICT OF INTEREST,
HIRING POLICIES,
DRUG & ALCOHOL FREE,
HARASSMENT,
EQUAL OPPORTUNITY)**

Grace Jones Board



*ALL Board members
Have 1 year term.*

CO-President

Ardie Banks
58396 Overseas Hwy
Marathon FL 33050

Home: 289-9437 Work: 289-9498
Fax: 743-8810 Cell: 481-0225
E-mail: ardieaustin@bellsouth.net
2001

CO-President

Robin Ringemann
1819 Grouper Drive
Marathon, FL 33050

Home: 743-3516 Cell: 664-1990
Fax: 289-7251
E-mail: rer4@bellsouth.net
2003

V.P.

Michelle Coldiron
43 Kyle Way S.
Marathon, FL 33050

Home: 289-4281
Email: tropicalmichelle@bellsouth.net
2007

Treasurer

Joe Orr
143 Bahama Drive North
Duck Key, FL 33050

Home: 305-743-5437
Email: orrjoed@bellsouth.net.
2008

Secretary

Jo Grego
540 Sombrero Bch Road
Marathon, FL 33050

Home: 743-7784 Cell: 481-1297
E-mail: jgrego@bellsouth.net
2005

Debbie Morelli
11333 2nd Ave. Ocean

Home: 289-0201 Work: 743-7845
Fax: 743-0358

Grace Jones Board
August-2009

Marathon, FL 33050

E-mail: dmorelli@tibbank.com
2002

Pink Gidseg
365 Stirrup Key Blvd
Marathon, FL 33050

Home: 289-8538 Fax: 289-8538
Cell: 305-394-4292
E-mail: totallypink1@comcast.net
2007

Maria Brandvold
1 Man-O-War Dr
Marathon, FL 33050

Home: 305-289-7220
Email: maria@brandvoldappraisal.com
2009

Linda Hartley
950 83rd Street
Marathon, FL 33050

Home: 289-4591 Cell: 797-0089
Work: 853-7487 Fax: 853-3205
E-mail: lmixon@keysso.net
2002

Randy Lewis
1 Man -O-War Dr
Marathon, FL 33050

Cell 702-528-5488
E-mail: Lvhigh1@gmail.com
2010

Melissa Grady
11290 Overseas Hyw
Marathon, FL 33050

Work: 305-676-3013
E-mail: mgrady@my100bank.com
2010

Honorary Member:

George Neugent
25 Ships Way
Big Pine Key, FL 33043

Work: 872-1678 Cell: 304-7467
E-mail: neugent-george@monroecounty-fl.gov
2002

JoAnn Orr
143 Bahama Drive North
Duck Key, FL 33050

Home: 305-743-5437
Email: joannjkids@aol.com
2005

Bill & Ann Eckerd
370 Stirrup Key Blvd
Marathon, FL 33050

Home: 305-289-1156

2008

Grace Jones Board
August-2009

Mike Puto
700 89th Street Ocean
Marathon, fl 33050

Cell: 305-481-0438
E-mail: mikeputo@aol.com
2005

Rev. Debra Maconaughey
111 W. Indies Dr.
Ramrod Key, FL 33042

Home: 305-872-9008 Work: 305-743-6412
Cell: 305-240-1421
Email: downtime66@hotmail.com
2008

Executive Director

Iris Coe
P.O. Box 510807
Key Colony Beach, FL 33051

Home: 743-2414 cell: 298-7831
Work: 743-6064
Email: iriscoe@bellsouth.net
2001

**BYLAWS OF
GRACE JONES COMMUNITY CENTER, INC.**

ARTICLE I - NAME AND PURPOSE

SECTION 1: NAME. The name of the Corporation shall be the Grace Jones Community Center, Inc.

SECTION 2: PURPOSE. The Grace Jones Community Center, Inc. is organized exclusively for charitable, scientific and educational purposes, more specifically to provide and promote child care services and resources to Monroe County families.

ARTICLE II - OFFICES

The initial principal office of the Corporation shall be as designated in the Articles of Incorporation of the Corporation. The principal office may be changed as the Board of Directors may from time to time establish.

ARTICLE III - MEMBERSHIP

Membership shall consist of only the members of the Board of Directors and Honorary Members. Honorary Members may attend meetings of the Board of Directors but are not voting entities.

ARTICLE IV - DIRECTORS

SECTION 1: BOARD OF DIRECTORS. The business of the Corporation shall be managed and its corporate powers exercised by a Board of Directors consisting of not less than three (3) Directors, each of whom shall be of full age.

SECTION 2: TERMS. All Board members elected in odd years shall serve three (3) year terms, but are eligible for re-election. All Board members elected in even years shall serve two (2) year terms, but are eligible for re-election.

SECTION 3: VACANCIES. Any vacancy in the Board of Directors may be filled by majority vote of the Directors then in office.

SECTION 4: REMOVAL OF DIRECTORS. Any of the directors may be removed with or without cause by the Board, at a special meeting of Board called for that purpose.

SECTION 5: RESIGNATION. A Director may resign at any time by providing written notice to the Board, the President, or the Secretary of the Corporation. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board or such officer; and acceptance of the resignation shall not be necessary to make it effective.

SECTION 6: QUORUM OF DIRECTORS: A majority of the directors shall constitute a quorum for the transaction of business. If at any meeting of the Board there is less than a quorum present, a majority of those present may adjourn the meeting from time to time until a quorum is obtained. The Secretary shall give notice of the time and place of any such adjourned meeting to the directors who were not present at the time of the adjournment and, unless such time and place were announced at the meeting at which the adjournment was taken, to the other directors. At any adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted at the meeting as originally called.

SECTION 7: PLACE AND TIME OF BOARD MEETINGS. The Board of Directors may hold its meetings at the principal office of the Corporation or at such other places as it may from time to time determine.

SECTION 8: NOTICE OF MEETINGS OF THE BOARD. Regular meetings of the Board of Directors may be held without notice at such time and place as the Board shall from time to time determine. Special meetings of the Board of Directors shall be held upon notice to the directors and may be called by the President and shall be called by the President or by the Secretary on written request of two (2) Directors. Notice of any such special meeting shall be mailed at least five (5) days before the day on which such meeting is to be held, or shall be sent addressed to each director at such place by facsimile, e-mail or other form of electronic transmission, or be delivered personally or by telephone, at least forty-eight (48) hours before the time at which such meeting is to be held. Notice of a meeting need not be given to any director who submits a waiver of notice, whether before or after the meeting, or who attends the meeting without protesting prior thereto or at its commencement the lack of notice to.

SECTION 9: ACTION BY DIRECTORS WITHOUT A MEETING. If all the directors severally or collectively consent in writing to any action taken, or to be taken by the Corporation, the action shall be as valid as though it had been authorized at a meeting of the Board.

SECTION 10: COMPENSATION. No compensation shall be paid to directors, as such, for their services.

SECTION 11: INELIGIBILITY. Employees and immediate family members of the employees of the Corporation are ineligible for Board membership. No Board member shall be related to any other Board member by marriage or blood. This subsection shall not apply to Board members currently serving on even date herewith.

SECTION 12: ABSENCE. An excused absence is one where the Board member contacts the Secretary by facsimile, e-mail or other form of electronic transmission, or personally or by telephone, before the time at which such meeting is to be held notifying that he or she will not be in attendance. Any director who is absent, excused or un-excused, from three (3) consecutive meetings may, at the discretion of the Board, be removed as a director.

ARTICLE V - OFFICERS

SECTION 1: NUMBER. The Board shall elect a President, one or more Vice Presidents, a Secretary, and a Treasurer, and such other officers as it may determine, who shall have such duties and powers as hereinafter provided.

SECTION 2: ELECTION AND TERM OF OFFICE. All officers shall be elected to hold office each fiscal year at the Board of Directors final regular meeting in the fiscal year and shall serve until their successors have been elected and qualified. Any two or more offices may be held by the same person. Presidents shall not be re-elected to the same position until after the lapse of two (2) years.

SECTION 3: REMOVAL. Any officer elected by the Board of Directors may be removed by the Board with or without cause whenever in its judgment the best interests of the Corporation will be served thereby.

SECTION 4: RESIGNATION. Any officer may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein or, if no time is specified, at the time of its receipt by the President, Vice President or Secretary, but the acceptance of any such resignation shall not be necessary to make it effective.

SECTION 5: VACANCIES. In the event of the death, resignation, or removal of an officer, the Board in its discretion may elect a successor to fill the unexpired term.

SECTION 6: DUTIES. The officers of the Corporation shall have the following duties:

The President shall be the chief executive officer of the Corporation, shall have general and active management of the business and affairs of the Corporation subject to the direction of the Board of Directors, and shall preside at all meetings of the Board of Directors.

Each Vice President, if elected, shall perform all such duties as from time to time may be assigned to the Vice President by the Board or the President. At the request of the President or in his or her absence or inability to act, the Vice President designated by the President or the Board shall perform the duties of the President, and, when so acting, shall have the powers of and be subject to the restrictions placed upon the President in respect of the performance of such duties.

The Secretary shall have custody of and maintain all of the corporate records except the financial records, record the minutes of all meetings of the Board of Directors, send all notices of all meetings, and perform such other duties as may be prescribed by the Board of Directors or the President.

The Treasurer shall have custody of all corporate funds and financial records, shall keep full and accurate accounts of receipts and disbursements and render accounts thereof whenever else required by the Board of Directors or the President, and shall perform such other duties as may be prescribed by the Board of Directors or the President

ARTICLE VI - COMMITTEES

The President, with the concurrence of the Board of Directors, may appoint ad hoc committees for special purposes. The ad hoc committees shall be composed of at least one individual who is a member of the Board.

ARTICLE VII - EMPLOYEES

The Board of Directors shall have the authority to employ, supervise, evaluate, and terminate a Director of the Corporation. The Director of the Corporation shall be responsible for day to day operations of the Corporation. The Director shall be responsible for making recommendations to the Board of Directors for the employment, training, supervision, promotion, discipline, demotion, or separation of all other employees.

Members of the Board of Directors are ineligible for employment until after the lapse of one (1) year.

ARTICLE VIII - BOOKS AND RECORDS

SECTION 1: BOOKS AND RECORDS. The Corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its Board of Directors. Any books, records, and minutes may be in written form or in any other form capable of being converted into written form within a reasonable time.

ARTICLE IX - FISCAL YEAR

The fiscal year of the Corporation shall be July 1 to June 30.

ARTICLE X - AUDIT

The financial statements of the Corporation shall be audited each fiscal year by an independent Certified Public Accountant who is not a Board member, committee member, or employee of the Corporation, for the purpose of expressing an opinion on such financial statements.

ARTICLE XI - LIABILITY AND INDEMNIFICATION

In the event that any person is made or threatened to be made a party to any action, suit, or proceeding brought by reason of the fact that said person is or was a director, officer, or committee member of the Corporation, the Corporation shall indemnify said person to the fullest extent permitted by law against any and all judgments, fines, amounts paid in settlement and reasonable expenses, including attorney's fees, actually and necessarily incurred by said person, in connection with the defense or settlement of such action, suit or proceeding, or in connection with an appeal therein, if such person acted at the direction of the Corporation and in good faith for a purpose which he or she believed to be in the best interest of the Corporation.

The above indemnification provisions shall extend to the successors, heirs, executors or personal representatives of any and every person deemed entitled to indemnification hereunder.

The above indemnification provision shall not be exclusive and indemnification may be provided in instances not referred to herein where the Board of Directors determines such indemnification to be in the best interests of the Corporation.

ARTICLE XII - CONDUCT OF MEETINGS

The conduct of meetings shall be patterned after normal parliamentary procedure. Questions about procedure shall be resolved by following the principles described in *Robert's Rules of Order* which shall govern.

ARTICLE XIII - AMENDMENTS

These Bylaws may be altered or repealed, or new Bylaws may be made, by the affirmative vote of a majority of the Board at any regular meeting of the Board or at any special meeting of the Board if notice of the proposed alteration or repeal to be made is contained in the notice of such special meeting.

July 14, 2002
Dated: Sydney De Fazio Secretary
President

GRACE JONES COMMUNITY CENTER, INC.
CONFLICT OF INTEREST POLICY

It is the intention of the Board of Directors of Grace Jones Community Center, Inc. that no director shall benefit monetarily, either directly or indirectly, from his or her association with the organization. Board members, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from subcontractors or vendors or potential subcontractors or vendors. This restriction does not apply to bona fide fund raising activities.

No Board member, employee or agent of Grace Jones Community Center, Inc. shall participate in the selection, award or administration of a purchase or contract with a vendor or contractor where, to his or her knowledge, any of the following has a financial interest in the purchase or contract: the board member, employee, member of the board member's or employee's immediate family, or an organization in which any of the above is an officer, director or employee.

Violation of this policy by a Board member will result in termination of board status. Violation of this policy by an employee or an agent will result in corrective action up to termination.

EMPLOYMENT RECRUITING, SELECTION AND RECORDKEEPING

I. Employment Process: Executive Director Responsibility

- 1.0 Hiring is one of the fundamental duties of the Executive Director.
- 1.1 The hiring process for the Grace Jones Community Center position complies with Grace Jones Community Center Affirmative Action and Equal Opportunity Employment Policy.
- 1.2 The Executive Director is responsible for preparing the "Job Opening" advertising and posting of job openings. The Executive Director is responsible for responding to employment inquiries, interviewing candidates, hiring and completing the personnel documents.
- 1.3 The Executive Director interviews, hires and completes the personnel process for new employees and current employees promoted to another position.
- 1.4 Grace Jones Community Center encourages the promotion of current staff if they are as qualified as other applicants and have credentials and expertise necessary for the promotional position.
- 1.5 Prospective employees must submit employment references with completed names, addresses and telephone numbers (Pre-Hire) for employment history covering the past two years. If unemployed anytime during the previous two years, prospective employees must submit complete names, addresses and telephone numbers of three personal references for a documented telephone reference check.
- 1.6 Executive Director sends a thank you letter to candidates who were interviewed but not selected for Grace Jones Community Center positions. This includes current employees interviewed but not selected for another position with the Grace Jones Community Center.

II. Prospective Employees and the Employment Process

- 2.0 Applicants submit a completed Grace Jones Community Center Application.
- 2.1 Prospective employees are not questioned regarding their health/medical history during the hiring process.
- 2.2 Employment is contingent upon background clearance in the local, state and federal screening process and the Grace Jones Community Center personnel documentation process.
- 2.3 Executive Director furnishes new employees the appropriate job description, appropriate program manuals, statutory requirements, a work schedule, the Personnel Manual, training requirements and other employment related requirements (Signing of Receipt/Acknowledgment Form) during the hiring process.
- 2.4 The names of prospective employees are confidential.
- 2.5 Prospective employees are informed of the ninety-calendar day probation period during the hiring process.

III. New Employees and the Personnel Documentation Process

- 3.0 The Executive Director makes a Hiring Folder for all new employees to complete the hiring process. Prior to the employees first day the following information is provided:

Employee name and position

Three completed telephone inquires/references

Letter of Hire

Names and addresses of two personal character references if application is without two years of continued employment history

Copy of their social security card

A blank void check should they prefer direct deposit for their payroll

No intake procedure will be processed without verification of a valid social security card or appropriate work permits documentation.

- C. Overtime is applicable to non-exempt employees for pre-authorized hours beyond the forty hours in the workweek.
 - D. The workweek is Wednesday AM through Tuesday PM.
 - E. Executive Director pre-approves, in writing, overtime work and pay.
 - F. Holidays, sick leave and personal leave time do not calculate as hours worked in the calculation of overtime pay.
- 4.2 Exempt employees are salaried employees and are exempt from the overtime provisions of the Fair Labor Standards Act. It is the general policy of Grace Jones Community Center not to compensate for overtime or additional hours those employees classified as "exempt" from the Fair Labor Standards Act. It is expected that assigned duties and responsibilities may make it necessary to work over the forty (40) hours per week. This is taken into consideration when a salary for a position is established.
- As with any leave, it must be approved in advance by the Board. All Documentation must be attached to the leave form. The exempt compensatory leave does not accrue each year and must be taken within the calendar year or it will be lost. There is no cash value attributable to this leave.
- 4.3 All hours of work are determined by the Executive Director in relation to the task involved, location and the time required within the workweek. In most cases, exempt employees work a forty-hour workweek schedule as pre-approved by their supervisor.

V. Probation Period

- 5.0 There is a 90-Day Probation Period for new employees.
- 5.1 The Executive Director schedules a date for the probation review with the employee on the first day of employment.
- 5.2 The Executive Director and new employee share responsibility for the employee's performance during the probation process. The Executive Director and employee should discuss any aspect of the job that is not completed or performed satisfactorily or any aspect of their job which is not clear or they do not understand. Employees can be terminated during the probation period if the Executive Director makes this determination based on the guidelines of this

- 3.1 Employees must complete and pass a background investigation pursuant to state statute. This will include but not be limited to:

Employment checks for the past two years of employment.

An Abuse Registry Clearance

Local Criminal Records Check

Federal Criminal Records Check

Notarized Affidavit of Good Moral Character

If information from this search indicates a confirmed failure to pass the screening search, an employee is notified in writing of their rights and options.

- 3.2 Other health related questions may be requested after the offer and acceptance of the employment position. An employee may be required to take other health screenings, tests and physicals as required by the Executive Director. Grace Jones Community Center pays for such health requirements.
- 3.3 Personnel documents throughout employment are submitted to the Executive Director.
- 3.4 Grace Jones Community Center maintains personnel records in compliance with the Grace Jones Community Center File Compliance Checklist. Personnel records include but are not limited to:
- A. Employment application and resume, if applicable.
 - B. Job title, date of employment, hours/schedule, probation, salary, benefits and other employment issues.
 - C. Signed statement on Child Abuse and Neglect.
 - D. Screening requirements.
 - E. Training and Credential Documents.
 - F. All other Grace Jones Community Center required documentation.

IV. Clarification of Classifications for Employment, Payroll and Fundamental Job Duties

- 4.0 Employment Classifications are established in accordance with the Fair Labor Standards Act (FLSA).
- 4.1 Hourly Employees (Non-Exempt)
- A. Wages are stated in the budget per staff position.
 - B. Overtime is computed at 1.5 times the regular rate of pay and beyond the forty-hour workweek (Wednesday AM through Tuesday PM for work hours only).

EMPLOYEE CONDUCT

I. Drug and Alcohol Use

- 1.0 It is the intent of Grace Jones Community Center to provide a drug-free, healthy, and safe workplace.
- 1.1 While on Grace Jones Community Center premises and while conducting business related activities off Grace Jones Community Center premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs.
- 1.2 If the Executive Director has reason to suspect that alcohol or drugs were the cause of a job-related injury, Grace Jones Community Center reserves the right to have the employee tested for the presence of drugs or alcohol in the employee's system. The Center will pay for the cost of testing.
- 1.3 Violation of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.
- 1.4 Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the Executive Director to receive assistance or referrals to appropriate resources in the community.
- 1.5 Under the Drug-Free Workplace Act, employees who perform work for a government contract or grant must notify Grace Jones Community Center of a criminal conviction for drug related activity occurring in the workplace. The report must be within five days of the conviction.
- 1.6 Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise concerns with the Executive Director without fear of reprisal.

II. Unlawful Harassment

Grace Jones Community Center expressly prohibits discrimination, harassment and retaliation based on race, color, sex, religion, creed, national origin, disability or perceived disability, age, marital status, or any other protected category. Conduct that interferes with the Grace Jones Community Center, or an individual's work performance, or creates an intimidating, hostile or offensive working environment is

prohibited. Grace Jones Community Center will not tolerate any attempts of retaliation against an employee who raises a sincere and valid concern that this policy has been violated.

Grace Jones Community Center takes all allegations of discrimination, harassment and retaliation very seriously and is firmly committed to ensuring a workplace free of discriminatory activities. Anyone engaging in discrimination, harassment, or retaliation is subject to disciplinary action up to and including discharge.

Harassment Prohibited – Definition

As used in this policy, the term “harassment” refers to conduct relating to a person’s race, color, religion, creed, sex, age, national origin, marital status, disability or perceived disability, which fails to respect the dignity and feelings of the individual. This policy protects and covers the conduct of all employees, vendors, customers and visitors. Harassment that is forbidden by this policy can take several forms, including but not limited to:

Sexual Harassment:

The definition of Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which unreasonably interferes with an employee’s work performance or creates an intimidating, hostile or offensive environment (and/or) where the individual is made to feel as if he or she must agree to the request or submit to the advance in order to get favorable treatment at work.

While not exhaustive, the following is a list of some examples of sexual harassment:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual harassment.
- Visual conduct such as leering, making sexual gestures, displaying or distributing sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct such as making or using sexually derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct or threat of physical conduct, such as touching, assault, or impeding or blocking movements.

Racial, Color, Religious, National Origin, Disability, or Age Harassment:
This form of harassment can include any verbal, written, or physical act that makes an employee uncomfortable at work or interferes with an employee's ability to perform their job, and is based on race, color, religion, national origin, disability, marital status, or age.

Harassment may take many forms. While it is impossible for Grace Jones Community Center to provide an exhaustive list, the following is a list of some examples of harassing behavior.

- Jokes that refer to race, color, religion, national origin, disability, or age.
- Posting or distributing cartoons, drawings, or any other material that negatively reflects a person's race, color, religion, national origin, disability, or age.
- The use of slurs or other offensive language.
- Practical jokes, horseplay, or teasing that makes fun of or insults a person's race, color, religion, national origin, disability, or age.

Reporting and Investigating Discrimination, Harassment and Retaliation:
In an effort to eliminate all workplace discrimination, harassment, and retaliation, Grace Jones Community Center will utilize an internal investigation process to respond to any such complaints. Anyone who believes he or she is being subjected to discrimination, harassment, or retaliation or who has witnessed such conduct must report the conduct as outlined in the following procedure.

Report any discriminatory, harassing, or retaliatory behavior that you experience or witness to the Executive Director promptly.

A thorough investigation will be conducted and there will be no retaliation against victims or witnesses for participating in the investigation.

Anyone who knowingly fails to report an incident of discrimination, harassment, or retaliation may be subject to disciplinary action.

Confidentiality

In cases involving a report of harassment or discrimination, all reasonable efforts will be made to protect the privacy of the individuals involved. In many cases, however, it is the Executive Director's duty to investigate and remedy harassment making absolute confidentiality impossible. The Executive Director will try to limit the sharing of confidential information with employees on a "need to know" basis. Employees who assist in an investigation are required to maintain the confidentiality of all information they learn of or provide.

13.1 Employees may not use Grace Jones Community Center work time or equipment to solicit or distribute literature concerning outside activities or organizations, or interests. While the diversity of interests within the community is acknowledged no employee shall impose their individual beliefs whether political or religious to other employees nor clients of Grace Jones Community Center.

13.2 The posting of written solicitations on company bulletin boards is prohibited.

XIV Equal Opportunity Employer

14.0 Grace Jones Community Center is an Equal Opportunity Employer and in all Grace Jones Community Center programs and services there will be no discrimination with regard to race, color, sex, religion, age, national origin, disability, handicap, martial status or sexual orientation.

Our continued success depends heavily on the full and effective utilization of qualified persons. We strive to hire, develop, and retain the most qualified people we can find basing our judgement on each individual's job-related qualifications, capabilities, and potential.



Grace Jones Community Center

230 41st Street, Gulf
Marathon, FL 33050-2306
Phone: (305) 743-6064

www.gracejonescommunitycenter.org

ATTACHMENT TO HSAB CONTRACT

President:
Randy Lewis

Vice President:
Michelle Coldiron

Treasurer:
Linda Mixon

Secretary:
Melissa Grady

Board Members:
Ardie Banks
Maria Brandvold
Pink Gidseg
Jo Grego
Jessica Hernstadt
Debbie Morelli
Robin Ringemann

Honorary Members:
Bill & Ann Eckerd
Charan Kaur
Rev. Debra Maconaughey
Hon. George Neugent
JoAnn Orr
Mike Puto

Executive Director:
Iris Coe

Please Consider Making
A Secure On-Line
Donation at

www.gracejonescommunitycenter.org

Item I.

Initial Performance Report: Grant year 2011 - 2012

The Back Pack 4 Kids program, which is partially funded by Monroe County, has set measurable goals which are enumerated in the original grant proposal. We are proud, and pleased, at the performance and benefits of this program for our target population of underserved and undernourished Monroe County children in grant year 2010/2011 and pledge to meet our goals again in grant year 2011/2012.

Our 2011/2012 goal is to supply a backpack of nutritious food to an average of 135 children per week.

Even more impressive is the fact that **this will result in 7,327 children supplied – during one year - with food to carry them through their weekends** in homes where low-income and working-poor parents, and extended family units, are not capable of supplying proper nourishment to their children.

As you well know, Back Packs 4 Kids is a collaborative effort, administered by Grace Jones, which encompasses children from the Grace Jones Community Center, Kreative Kids Day Care Center and Community Cooperative Day Care. **All of our recipient families have been pre-approved through Wesley House Family Services. We reach Monroe County children from one-year old through school age.**

Through the distribution of weekly Back Packs 4 Kids we reduce the incidental symptoms of “chronic hunger” – stealing food, hoarding food, asking other children for food, misbehaving in class, lethargy and children repeatedly asking if it is time to eat. These symptoms and behaviors will be observed by our teaching and childcare staff in all three organizations. Anecdotal conversations and comments from our children, and their parents alike, will be monitored to confirm this improvement in health and behavior.

Grace Jones Community Center was proud to report on our Back Pack 4 Kids program’s performance for this past grant year, and **with the Monroe County Board of County Commissioners continued financial support, we most assuredly intend to match and exceed our stated performance goals in grant year 2011/2012.**

Provided by Iris Coe, Executive Director.



Grace Jones Community Center

230 41st Street, Gulf
Marathon, FL 33050-2306
Phone: (305) 743-6064

www.gracejonescommunitycenter.org

ATTACHMENT TO HSAB CONTRACT

President:

Randy Lewis

Item J.

Final Performance Report: Grant year 2010 - 2011

Vice President:

Michelle Coldiron

Treasurer:

Linda Mixon

The Back Pack 4 Kids program, which is partially funded by Monroe County, has achieved all of the goals enumerated in the original grant proposal. We are proud, and pleased, at the performance, and benefits, of this program to our target population of underserved and undernourished Monroe County children.

Secretary:

Melissa Grady

In our 2010 Grant Proposal, Grace Jones's goal was to supply a backpack of nutritious food to an average of 135 children per week. We surpassed that goal and averaged 141 children served per week.

Board Members:

Ardie Banks

Maria Brandvold

Pink Gidseg

Jo Grego

Jessica Hernstadt

Debbie Morelli

Robin Ringemann

This equates to **7,327 children being supplied – during one year** - with food to carry them through their weekends in homes where low-income and working-poor parents, and extended family units, would have been unable to supply proper nourishment to these children.

Honorary Members:

Bill & Ann Eckerd

Charan Kaur

Rev. Debra Maconaughey

Hon. George Neugent

JoAnn Orr

Mike Puto

As you well know, this is a collaborative effort, administered by Grace Jones, which encompasses children from the Grace Jones Community Center, Kreative Kids Day Care Center and Community Cooperative Day Care. All of our recipient families have been pre-approved through Wesley House Family Services. **These children range from one-year old through school age.**

Executive Director:

Iris Coe

Along with our statistical success we have also reduced the incidental symptoms of "chronic hunger" – stealing food, hoarding food, asking other children for food, misbehaving in class, lethargy and children repeatedly asking if it is time to eat. This has been observed by our teaching and childcare staff in all three organizations. Anecdotal conversations and comments from our children, and their parents alike, also confirm this improvement in health and behavior.

Please Consider Making
A Secure On-Line
Donation at

www.gracejonescommunitycenter.org

Grace Jones Community Center is proud to report on our Back Pack 4 Kids program's performance for this past grant year, and with the Monroe County Board of County Commissioners' continued financial support, **we intend to meet and exceed these performance goals in grant year 2011/2012.**

Provided by Iris Coe, Executive Director.



FLORIDA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
COMMISSIONER ADAM H. PUTNAM

May 4, 2011

Refer To: CH1938

GRACE JONES COMMUNITY CENTER, INC.
230 41ST STREET GULF
MARATHON, FL 33050-2306

RE: GRACE JONES COMMUNITY CENTER, INC.
REGISTRATION#: CH1938
EXPIRATION DATE: March 27, 2012

Dear Sir or Madam:

The above-named organization/sponsor has complied with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to register under s. 496.405 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."

The Solicitation of Contributions Act requires an annual renewal statement to be filed on or before the date of expiration of the previous registration. The Department will send a renewal package approximately 60 days prior to the date of expiration as shown above.

Thank you for your cooperation. If we may be of further assistance, please contact the Solicitation of Contributions section.

Sincerely,

Sebrina Jones

Sebrina Jones
Regulatory Consultant
850-410-3687
Fax: 850-410-3804
E-mail: sebrina.jones@freshfromflorida.com



Consumer's Certificate of Exemption

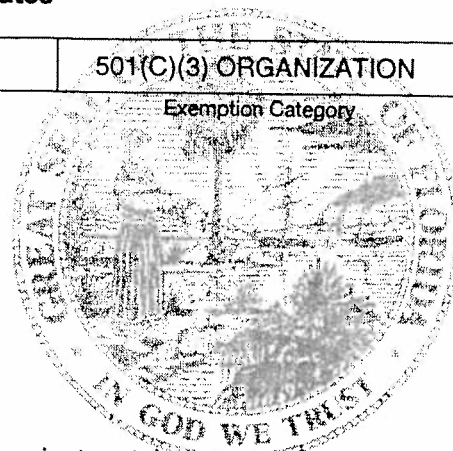
Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 04/11

85-8012680301C-4	04/30/2011	04/30/2016	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

GRACE JONES COMMUNITY CENTER INC
230 41ST STREET GULF
MARATHON FL 33050-2306



is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 04/11

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



Grace Jones Community Center

Marathon, Florida

Board of Directors
Grace Jones Community Center Inc.
August 2011

President
Randy Lewis
#1 Man of War
Marathon, FL 33050
702 528-5488

Vice President
Michelle Coldiron
43 Kyle Way S.
Marathon, FL 33050
305 289-4281

Treasurer
Linda Mixon
950 83rd Street
Marathon, FL 33050
305 797-0089

Secretary
Melissa Grady
P.O. Box 510669
Key Colony Beach, FL 33051
305 731-3113

Members:
Ardie Banks
58396 O/S Highway
Marathon, FL 33050
305 289-9498

Robin Ringemann
1819 Grouper Drive
Marathon, FL 33050

Grace Jones Community Center, Inc., 230 41st Street, Marathon, FL 33050
Phone: 305.743.6064 • Fax: 305.743.6485 • Email: iriscoe@bellsouth.net

305 664-1990

Jo Grego
540 Sombrero Bch Rd.
Marathon, FL 33050
305 743-7784
Debbie Morelli
11333 2nd Ave Ocean
Marathon, FL 33050
305 743-7845

Pink Gidseg
365 Stirrup Key Blvd.
Marathon, FL 33050
305 289-8538

Maria Brandvold
#1 Man O War
Marathon, FL 33050
305 289-7220

Minutes

Grace Jones Community Center

Board of Directors Meeting

Held on April 21, 2011

At the Grace Jones Community Center

The meeting was called to order at 5:17 p.m. by Ardie Banks. Members in attendance were Jo Grego, Maria Brandvold, Randy Lewis, Melissa Grady, Michelle Coldiron, Jessica Hernstadt and Robin Ringemann.

Minutes - Motion by Maria Brandvold to approve the minutes of the March 16, 2011 meeting, seconded by Randy Lewis. Minutes were approved.

Financial Report – Robin Ringemann presented the financial report and copies were provided to those in attendance. Robin indicated that the mortgage with Centennial was now paid in full (cheers erupted from the crowd!). Robin mentioned that the financial statements will be sent to the accountant Julio Buzzo for the annual audit.

Paypal – Melissa Grady indicated she forgot to check the Pay Pal account but would report at the next meeting.

Directors report – Iris Coe presented the Director's report and copies were provided to those in attendance. Iris was happy to report that GJ received a score of 99.9% on the Wesley House annual assessment.

Old Business

Robin and Ardie updated the members on the HSAB grant (Human Services Advisory Board- Monroe County) – submitted for \$40,000

Ardie reported that the Eckerd Foundation has awarded GJ \$25K and indicated this will probably be the last of the Eckerd grants in the Keys.

Other pending grants are the Sheriff's Asset Forfeiture Fund Grant (\$10K), Peacock Foundation and the United Way.

The Traditional Music Fest netted GJ around \$1000. It was suggested that we do a little more research if this venue is offered to us next year.

Robin Ringemann put the donated art work from Jan Miller on an online art auction website however there have been no bids to date. Jo Grego volunteered to take the donated Matt Lamm painting to a gallery in Key West.

**Minutes
Grace Jones Community Center
Board of Directors Meeting
Held on April 21, 2011
At the Grace Jones Community Center**

New Business

Men's fashion show – idea was nixed by the board members

Potential new board member John Grouten – Robin Ringemann indicated she wants to speak with him first before bringing him to a meeting. Indicated that being on the GJ board requires a time commitment and she wants to be sure he can make that commitment before we invite him.

Robin Ringemann has pursued an assistant for Joann Orr. Jeannine will be handling some of the day to day work involved in management of the grant funds which have to be handled separately.

Maria Brandvold made a motion to present the following slate of officers:

Randy Lewis – President

Michelle Coldiron – Vice President

Melissa Grady – Secretary

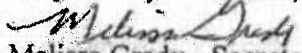
Linda Mixon - Treasurer

Jo Grego seconded the motion. Vote was unanimous.

Next meeting date May 19th, 2011.

Meeting was adjourned.

Respectfully submitted,


Melissa Grady - Secretary

GRACE JONES COMMUNITY CENTER, INC.
A Not For Profit Corporation

Financial Statements with
Independent Auditors' Report Thereon

June 30, 2011

GRACE JONES COMMUNITY CENTER, INC.

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SMITH, BUZZI & ASSOCIATES, LLC.
CERTIFIED PUBLIC ACCOUNTANTS
2103 CORAL WAY, SUITE 305
MIAMI, FLORIDA 33134
TEL. (305) 285-2300
FAX (305) 285-2309

JULIO M. BUZZI, C.P.A.
JOSE E. SMITH, C.P.A.

MEMBERS:
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
FLORIDA INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Grace Jones Community Center, Inc.

We have audited the accompanying statement of financial position of Grace Jones Community Center, Inc., (the "Center") (a non-profit organization) as of June 30, 2011, and the related statements of activities and changes in net assets, functional expenses and cash flow for the year then ended. These financial statements are the responsibility of the Center's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, Government Auditing Standards, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget Circular A-133, "Audits of States, Local Governments and Nonprofit Organizations". Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, these financial statements were prepared on the accounting basis used for income tax purposes, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the financial position of Grace Jones Community Center, Inc. as of June 30, 2010, and the results of its operations and its cash flows for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued a report dated August 24, 2011 on our consideration of Grace Jones Community Center, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations contracts and grants.

Smith, Buggie & Associates, LLC.

August 24, 2011

GRACE JONES COMMUNITY CENTER, INC.

Statement of Financial Position

June 30, 2011

Assets

Cash and cash equivalents	\$ 108,353
Cash restricted	69,566
Assets restricted to investment in property and equipment	1,512,033
Other assets	
Deposits	90
Prepaid expenses	<u>1,658</u>
Total Assets	<u>\$1,691,700</u>

Liabilities and Net Assets

Deferred support	\$ 50,000
Long Term Debt	
Note payable	-
Net Assets	
Unrestricted	1,641,700
Temporarily restricted	<u>-</u>
Total Net Assets	<u>1,641,700</u>
Total Liabilities and Net Assets	<u>\$1,691,700</u>

See accompanying notes to financial statements.

GRACE JONES COMMUNITY CENTER, INC.
Statement of Activities and Changes in Net Assets
For the Year Ended June 30, 2011

	<u>Unrestricted Operations</u>	<u>Temporarily Restricted Operations</u>	<u>Total Operations</u>
Support and revenue:			
Contributions including in-kind	\$ 86,240	-	86,240
Grants	302,151	-	302,151
Tuition	209,252	-	209,252
Interest income	1,217	-	1,217
Fundraising	40,662	-	40,662
Other income	<u>4,158</u>	<u>-</u>	<u>4,158</u>
Total support and revenue	<u>643,680</u>	<u>-</u>	<u>643,680</u>
Expenses:			
Program services	503,522	-	503,522
Support services	101,858	-	101,858
Other expenses	<u>-</u>	<u>-</u>	<u>-</u>
	<u>605,380</u>	<u>-</u>	<u>605,380</u>
Changes in Net Assets	38,300	-	38,300
Net assets, beginning of year	<u>1,603,400</u>	<u>-</u>	<u>1,603,400</u>
Net assets, end of year	<u>\$1,641,700</u>	<u>-</u>	<u>1,641,700</u>

See accompanying notes to financial statements.

GRACE JONES COMMUNITY CENTER, INC.

Statement of Functional Expenses

For the Year Ended June 30, 2011

	<u>Program Expenses</u>	<u>Support Expenses</u>
Salaries and Related Expenses:		
Salaries	\$ 362,023	-
Payroll taxes, fees and expenses	<u>37,329</u>	<u>-</u> -
	<u>399,352</u>	<u>-</u> -
Direct Program Expenses:		
Educational supplies	5,015	-
Food and food supplies	<u>72,941</u>	<u>-</u> -
	<u>77,956</u>	<u>-</u> -
Facility Expenses:		
Fire alarm	378	-
Interest expense	8,008	-
Repairs and supplies	8,320	-
Trash removal	2,597	-
Electric	5,209	-
Water	<u>1,702</u>	<u>-</u> -
	<u>26,214</u>	<u>-</u> -
General Expenses:		
Auto and travel	-	110
Insurance	-	16,539
Professional fees	-	8,700
Depreciation	-	46,594
Fundraising expense	-	8,374
Office expenses	-	17,412
Permit and filing fee	-	666
Postage	-	456
Printing	-	45
Telephone	<u>-</u>	<u>2,962</u>
	<u>-</u>	<u>101,858</u>
Total Expenses	\$ <u>503,522</u>	<u>101,858</u>

See accompanying notes to financial statements.

GRACE JONES COMMUNITY CENTER, INC.

Statement of Cash Flows

For the Year Ended June 30, 2011

Cash flows from Operating Activities:	
Change in net assets	\$ 38,300
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	46,594
Increase in prepaid expenses	(1,658)
Decrease in accounts payable	(1,620)
Decrease in deferred income	<u>50,000</u>
Net adjustments	<u>93,316</u>
Cash provided by Operating Activities	<u>131,616</u>
Cash flows from Financing Activities:	
Mortgage repayments	<u>(96,560)</u>
Cash used by Financing Activities	<u>(96,560)</u>
Net decrease in cash and cash equivalents	35,056
Cash and cash equivalents, at beginning of year	<u>142,863</u>
Cash and cash equivalents, at end of year	<u>\$ 177,919</u>
Supplementary Disclosures:	
Interest paid during the year	<u>\$ 8,008</u>
Taxes paid during the year	<u>\$ - -</u>

See accompanying notes to financial statements.

GRACE JONES COMMUNITY CENTER, INC.

Notes to Financial Statements

For the Year Ended June 30, 2011

1. Summary of Significant Accounting Policies

a) Organization

Grace Jones Community Center, Inc. ("the Center") is a nonprofit organization that provides low-cost day care in Marathon, Florida. It is a 501(c)3 organization. It was organized in late 1985 and commenced operations during May 1986 as a community sponsored day care center. User fees are charged based upon parental income according to State Health and Rehabilitation Services guidelines.

b) Basis of Presentation

The Center's financial statements have been prepared on the income tax (cash) basis of accounting and in conformity with the standards promulgated by the American Institute of Certified Public Accountants. Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Center and changes therein are classified and reported as follows:

- Temporarily restricted net assets - Net assets subject to donor-imposed stipulations that may or will be met, whether by actions of the Center and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.
- Permanently restricted net assets - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Center. Generally, the donors of these assets permit the Center to use all or part of the income earned on any related investments for general or specific purposes.

The primary sources of revenue for the Center consist of grants from governmental agencies which, absent a specific restriction by the grantor, are considered to be available for unrestricted use, and tuition fees. Grant revenue includes only that portion of the grant that was earned prior to the statement of financial position date. All grant funds received as of the statement of financial position date which are considered to be applicable to future periods are reflected as deferred income on the Statement of Financial Position.

GRACE JONES COMMUNITY CENTER, INC.

Notes to Financial Statements

For the Year Ended June 30, 2011

1. Summary of Significant Accounting Policies - (Cont.)

b) Basis of Presentation - (Cont.)

The costs of providing the various programs and other activities have been detailed in the accompanying Statement of Activities.

Salaries and other expenses which are associated with specific program are charged directly to that program. Salaries and other expenses which benefit more than one program are allocated to the various programs based on the relative costs incurred. Administrative and other support expenses are allocated to the various programs based on each program's salary expense.

c) Assets Restricted to Investment in Furniture and Equipment

Assets restricted to Investment in Furniture and Equipment are stated at cost and include expenditures for improvements and betterment which substantially increase the useful lives of the assets.

Donated furniture and equipment with values in excess of \$1,000 represent "in-kind" donations to the Center from private organizations and are recognized as support when received.

Depreciation is computed on the straight-line method over the estimated useful life of the assets, which is principally five (5) years. Maintenance and repairs are charged to operation as incurred.

d) Contributions

Contributions are considered unrestricted unless otherwise stated by donor. Restricted donations are initially recorded as temporarily restricted net assets. When a donor restriction expires or purpose of restriction is accomplished. Temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

GRACE JONES COMMUNITY CENTER, INC.

Notes to Financial Statements

For the Year Ended June 30, 2011

1. Summary of Significant Accounting Policies - (Cont.)

e) Restricted Revenues Received, Related Program Expense and Deferred Support

Contract revenues presented in the statement of activities are principally cost reimbursement contracts and are stated at amounts equivalent to the program expenses incurred. Related program expenses incurred in excess of contract revenue received on cost reimbursement contracts are reflected as receivables from governments, to the extent realizable, on the statement of financial position. Contract receipts in excess of related program expenses are deferred and recognized as revenue in the period in which the matching program expenses is incurred.

Donated materials are recorded at fair value on the date of donation as unrestricted support. Donated services have not been reflected in the financial statements. The impact of those services upon the financial statements is unknown as there is no objective basis available to measure the value of such services. However, because recognition of donated services as revenue would also involve recognition of corresponding expenses, there would be no effect on the net assets.

f) Income Taxes

The Center was organized as a non-profit organization and has received exemption under the provisions of Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes is provided for in the accompanying financial statements.

g) Allocation of Common Expenses

Certain common expenses which benefit more than one program are allocated based on estimates of time of employees involved and on percentages of assets utilized, and to the extent permitted in the funding source contracts.

h) Cash and Cash Equivalents

For purposes of the statement of cash flows, the Center considers all cash and other highly liquid investments with initial maturities of three months or less to be cash equivalents.

GRACE JONES COMMUNITY CENTER, INC.

Notes to Financial Statements

For the Year Ended June 30, 2011

1. Summary of Significant Accounting Policies - (Cont.)

i) Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

j) Long-Lived Assets

The Center reviews the carrying value of its long lived assets for possible impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. No adjustment has been provided for in the financial statements.

2. Summary of Funding, Accounts Receivable and Deferred Support

The Center is funded through grants and contracts from various funding sources. The following summarizes major grant activity for the year ended June 30, 2011.

	<u>Award</u>	<u>Support</u>
Wesley House Title 20 - Day Care	\$ 199,520	199,520
Food Grants	44,348	44,348
Monroe County BOCC	34,301	34,301
Other	1,999	1,999
Monroe County Sheriff Grant	7,731	7,731
Episcopal Diocese Grant	3,252	3,252
City of Marathon	11,000	11,000

Grant and contract fees for the year ending June 30, 2011 amounted to \$302,151. At June 30, 2011 contracts and other receivable amounted to \$-0-. During June 2011, the Center received a \$50,000 grant from Walmart that represents deferred support at June 30, 2011

GRACE JONES COMMUNITY CENTER, INC.

Notes to Financial Statements

For the Year Ended June 30, 2011

3. Assets Restricted to Investment in Property and Equipment

Property and equipment, at cost, and accumulated depreciation are summarized as follows at June 30, 2011:

Building and improvements	\$1,515,198
Furniture and fixtures	6,176
Playground equipment	155,526
Lease improvements	<u>21,020</u>
Total costs	1,697,920
Less accumulated depreciation	<u>(185,887)</u>
	<u>\$1,512,033</u>

Depreciation expense for the year ended June 30, 2011 amounted to \$46,594.

In November 2004, the School Board gave the Center a quitclaim deed to the property from which they had been operating, which consisted of land and a building. The property was recorded on the balance sheet at estimated fair market value.

4. Note Payable

On June 25, 2007 the Center entered into a note payable agreement with a local bank. This agreement was for a \$451,980.55 real estate loan. The note payable currently carries interest at 6.75% per annum. Monthly payments of \$650.35 are required. Loan was repaid during fiscal 2011. Balance outstanding at June 30, 2011 amounted to \$0. Interest expense for 2011 was \$8,088.

5. Non-monetary Transactions

A substantial number of unpaid volunteers have made a significant contribution of their time to develop the Center's programs, principally in building maintenance and administration. The value of this contributed time is not reflected in these financial statements since it is not susceptible to objective measurement or valuation.

GRACE JONES COMMUNITY CENTER, INC.

Notes to Financial Statements

For the Year Ended June 30, 2011

6. Commitments and Contingencies

The costs and unexpended funds reflected in the accompanying financial statements relating to government funded programs are subject to audit by the respective governmental agencies (funding sources). The possible disallowance by the related governmental agencies of any item charged to the program or request for the return of any unexpended funds cannot be determined at this time. No provision, for any liability that may result, has been made in the financial statements.

GRACE JONES COMMUNITY CENTER, INC.

Schedule of Financial Assistance
(Single Audit)

For the Year Ended June 30, 2011

<u>Program Title</u>	<u>CFDA #</u>	<u>Revenue Recognized</u>	<u>Expenditure</u>
Government/Other Contracts:			
Early Learning Coalition of Miami-Dade/Monroe	-	\$ 199,520	199,520
Florida Department of Health - Child Care Food Program	-	44,348	44,348
City of Marathon	-	11,000	11,000
Monroe County Board of County Commissioners	-	34,301	34,301
Monroe County Sheriff's Office - Forfeiture Fund	-	7,731	7,731
Episcopal Diocese Grant	-	3,252	3,252
Other grants	-	1,999	1,999
Total		\$ <u>302,151</u>	<u>302,151</u>

SMITH, BUZZI & ASSOCIATES, LLC.
CERTIFIED PUBLIC ACCOUNTANTS
2103 CORAL WAY, SUITE 305
MIAMI, FLORIDA 33134
TEL. (305) 285-2300
FAX (305) 285-2309

JULIO M. BUZZI, C.P.A.
JOSE E. SMITH, C.P.A.

MEMBERS:
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
FLORIDA INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE AND ON INTERNAL CONTROL
OVER FINANCIAL REPORTING BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors of
Grace Jones Community Center, Inc.:

We have audited the financial statements of Grace Jones Community Center, Inc. (the "Center") as of and for the year ended June 30, 2011 and have issued our report thereon dated August 24, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Center's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Center's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a

condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions as defined above.

This report is intended for the information of the Center's Board of Directors, management, and officials of applicable federal and state agencies. However, if this report is a matter of public record, its distribution is not limited.

Smith, Buzzi & Associates, LLC.

August 24, 2011

SMITH, BUZZI & ASSOCIATES, LLC.
CERTIFIED PUBLIC ACCOUNTANTS
2103 CORAL WAY, SUITE 305
MIAMI, FLORIDA 33134
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MEMBERS:
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
FLORIDA INSTITUTE OF
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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH
REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL
CONTROL OVER COMPLIANCE IN ACCORDANCE
WITH OMB CIRCULAR A-133

To the Board of Directors of
Grace Jones Community Center, Inc.:

Compliance

We have audited the compliance of Grace Jones Community Center, Inc. (the "Center") with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended June 30, 2011. The Organization's major federal programs are identified in the accompanying schedule of federal and State financial assistance. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Center's management. Our responsibility is to express an opinion on the Center's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Center's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Grace Jones Community Center, Inc.'s compliance with those requirements.

In our opinion, the Center complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2011.

Internal Control Over Compliance

The management of the Center is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Center's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of the Center's Board of Directors, management, and officials of applicable federal and state agencies. However, if this is a matter of public record, its distribution is not limited.

Smith, Burgin & Associates, LLC.

August 24, 2011

Form **990**
Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No. 1545-0047

2010

Open to Public
Inspection

A For the 2010 calendar year, or tax year beginning **07/01/10**, and ending **06/30/11**

B Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Terminated
☐ Amended return
☐ Application pending

C Name of organization

GRACE JONES COMMUNITY CENTER, INC.

Doing Business As

Number and street (or P.O. box if mail is not delivered to street address)

230 41ST STREET

Room/suite

City or town, state or country, and ZIP + 4

MARATHON

FL 33050

D Employer identification number

59-2632876

E Telephone number

G Gross receipts **643,680**

F Name and address of principal officer:

H(a) Is this a group return for affiliates? ☐ Yes ☒ No

H(b) Are all affiliates included? ☐ Yes ☐ No

If "No," attach a list. (see instructions)

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () ◀ (Insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: **N/A**

H(c) Group exemption number ▶

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

L Year of formation:

M State of legal domicile:

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities:

DAYCARE FACILITY

2 Check this box ☐ If the organization discontinued its operations or disposed of more than 25% of its net assets.

3 Number of voting members of the governing body (Part VI, line 1a)

3 10

4 Number of independent voting members of the governing body (Part VI, line 1b)

4 0

5 Total number of individuals employed in calendar year 2010 (Part V, line 2a)

5 15

6 Total number of volunteers (estimate if necessary)

6

7a Total unrelated business revenue from Part VIII, column (C), line 12

7a

b Net unrelated business taxable income from Form 990-T, line 34

7b 0

Revenue

8 Contributions and grants (Part VIII, line 1h)

Prior Year

460,173

Current Year

392,549

9 Program service revenue (Part VIII, line 2g)

250,204

249,914

10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)

3,348

1,217

11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)

713,725

643,680

12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)

Expenses

13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)

14 Benefits paid to or for members (Part IX, column (A), line 4)

15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)

404,124

399,352

16a Professional fundraising fees (Part IX, column (A), line 11e)

b Total fundraising expenses (Part IX, column (D), line 25) ▶ **8,374**

17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24f)

193,679

206,028

18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)

597,803

605,380

19 Revenue less expenses. Subtract line 18 from line 12

115,922

38,300

Net Assets or Fund Balances

20 Total assets (Part X, line 16)

Beginning of Current Year

1,701,580

End of Year

1,691,700

21 Total liabilities (Part X, line 26)

98,180

50,000

22 Net assets or fund balances. Subtract line 21 from line 20

1,603,400

1,641,700

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer

Date

Type or print name and title

Paid

Preparer Use Only

Print/Type preparer's name

Preparer's signature

Date

Check ☐ If PTIN

10/04/11

self-employed

Firm's name ▶ **Smith, Buzzi & Associates, LLC**

Firm's EIN ▶ **80-0631935**

Firm's address ▶ **2103 Coral Way Suite 305**

Miami, FL 33145

Phone no. **305-285-2300**

May the IRS discuss this return with the preparer shown above? (see instructions)

☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990** (2010)

Form 990 (2010) **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**Page **2****Part III Statement of Program Service Accomplishments**Check if Schedule O contains a response to any question in this Part III ☐

1 Briefly describe the organization's mission:

DAYCARE FACILITY2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the exempt purpose achievements for each of the organization's three largest program services by expenses. Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ **503,522** including grants of\$) (Revenue \$)
DAYCARE FACILITIES FOR LOW INCOME PARENTS

4b (Code:) (Expenses \$ including grants of\$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of\$) (Revenue \$)

4d Other program services. (Describe in Schedule O.)

(Expenses \$ including grants of\$) (Revenue \$)

4e Total program service expenses **503,522**

DAA

Form 990 (2010) **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**Page **3****Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors? (see instructions)		X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in term, permanent, or quasi-endowments? If "Yes," complete Schedule D, Part V		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI, XII, and XIII	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI, XII, and XIII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, and program service activities outside the United States? If "Yes," complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or assistance to any organization or entity located outside the United States? If "Yes," complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or assistance to individuals located outside the United States? If "Yes," complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X
20a Did the organization operate one or more hospitals? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach its audited financial statements to this return? Note. Some Form 990 filers that operate one or more hospitals must attach audited financial statements (see instructions)		

Part IV Checklist of Required Schedules (continued)

		Yes	No
21	Did the organization report more than \$5,000 of grants and other assistance to governments and organizations in the United States on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X
22	Did the organization report more than \$5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a	Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26	Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? If "Yes," complete Schedule L, Part II		X
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor, or a grant selection committee member, or to a person related to such an individual? If "Yes," complete Schedule L, Part III		X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV Instructions for applicable filing thresholds, conditions, and exceptions):		
a	A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
b	A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
c	An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV		X
29	Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34	Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Parts II, III, IV, and V, line 1		X
35	Is any related organization a controlled entity within the meaning of section 512(b)(13)?		X
a	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		X
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11 and 19? Note. All Form 990 filers are required to complete Schedule O	X	

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response to any question in this Part V ☐

	Yes	No
1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
1b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		X
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
2a 15		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. (see instructions)	X	
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
b If "Yes," has it filed a Form 990-T for this year? If "No," provide an explanation in Schedule O		
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
b If "Yes," enter the name of the foreign country: ► See instructions for filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.		
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
c If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible?		X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7 Organizations that may receive deductible contributions under section 170(c).		
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		
b If "Yes," did the organization notify the donor of the value of the goods or services provided?		
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		
d If "Yes," indicate the number of Forms 8282 filed during the year		
7d		
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
8 Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations. Did the supporting organization, or a donor advised fund maintained by a sponsoring organization, have excess business holdings at any time during the year?		
9 Sponsoring organizations maintaining donor advised funds.		
a Did the organization make any taxable distributions under section 4966?		
b Did the organization make a distribution to a donor, donor advisor, or related person?		
10 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on Part VIII, line 12		
10a		
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities		
10b		
11 Section 501(c)(12) organizations. Enter:		
a Gross income from members or shareholders		
11a		
b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)		
11b		
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?		
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year		
12b		
13 Section 501(c)(29) qualified nonprofit health insurance issuers.		
a Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O.		
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans		
13b		
c Enter the amount of reserves on hand		
13c		
14a Did the organization receive any payments for indoor tanning services during the tax year?		X
b If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		
14b		

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response to any question in this Part VI ☒ **X**

Section A. Governing Body and Management

	1a	1b	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year	10			
b Enter the number of voting members included in line 1a, above, who are independent		0		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?				X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person?				X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?				X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?				X
6 Does the organization have members or stockholders?				X
7a Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body?				X
b Are any decisions of the governing body subject to approval by members, stockholders, or other persons?				X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a The governing body?			X	
b Each committee with authority to act on behalf of the governing body?			X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O				X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Does the organization have local chapters, branches, or affiliates?		X
b If "Yes," does the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with those of the organization?		
11a Has the organization provided a copy of this Form 990 to all members of its governing body before filing the form?	X	
b Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a Does the organization have a written conflict of interest policy? If "No," go to line 13	X	
b Are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
c Does the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this is done	X	
13 Does the organization have a written whistleblower policy?	X	
14 Does the organization have a written document retention and destruction policy?	X	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official	X	
b Other officers or key employees of the organization	X	
If "Yes" to line 15a or 15b, describe the process in Schedule O. (See instructions.)		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b If "Yes," has the organization adopted a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and taken steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed **► FL**

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you make these available. Check all that apply.
☐ Own website ☐ Another's website ☐ Upon request

19 Describe in Schedule O whether (and if so, how), the organization makes its governing documents, conflict of interest policy, and financial statements available to the public.

20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization: **► JO ANN ORR**

Form 990 (2010) **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**Page **7****Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response to any question in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.

- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."

- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.

- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.

- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☒ Check this box if neither the organization nor any related organizations compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (describe hours for related organizations in Schedule O)	(C) Position (check all that apply)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) SEE SCHEDULE ATTACHED	0.00							0	0	0
(2)										
(3)										
(4)										
(5)										
(6)										
(7)										
(8)										
(9)										
(10)										
(11)										
(12)										
(13)										
(14)										
(15)										
(16)										

DAA

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and Title	(B) Average hours per week (describe hours for related organizations in Schedule O)	(C) Position (check all that apply)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(17)										
(18)										
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										
(26)										
(27)										
(28)										
1b Sub-total										
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)										
2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 in reportable compensation from the organization 0										

	Yes	No
3 Did the organization list any former officer, director or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 in compensation from the organization **0**

Form 990 (2010) **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**Page **9****Part VIII Statement of Revenue**

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514
Contributions, gifts, grants and other similar amounts	1a	Federated campaigns	1a			
	b	Membership dues	1b			
	c	Fundraising events	1c			
	d	Related organizations	1d			
	e	Government grants (contributions)	1e	392,549		
	f	All other contributions, gifts, grants, and similar amounts not included above	1f			
	g	Noncash contributions included in lines 1a-1f: \$				
	h	Total. Add lines 1a-1f		392,549		
Program Service Revenue	2a	TUITION	Busn. Code	209,252	209,252	
	b	FUNDRAISING		40,662	40,662	
	c					
	d					
	e					
	f	All other program service revenue				
	g	Total. Add lines 2a-2f		249,914		
	Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		1,217	1,217
4		Income from investment of tax-exempt bond proceeds				
5		Royalties				
6a		Gross Rents	(i) Real (ii) Personal			
b		Less: rental exps.				
c		Rental inc. or (loss)				
d		Net rental income or (loss)				
7a		Gross amount from sales of assets other than inventory	(i) Securities (ii) Other			
b		Less: cost or other basis & sales exps.				
c		Gain or (loss)				
d		Net gain or (loss)				
8a		Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	a			
b		Less: direct expenses	b			
c		Net income or (loss) from fundraising events				
9a		Gross income from gaming activities. See Part IV, line 19	a			
b		Less: direct expenses	b			
c		Net income or (loss) from gaming activities				
10a		Gross sales of inventory, less returns and allowances	a			
b	Less: cost of goods sold	b				
c	Net income or (loss) from sales of inventory					
Miscellaneous Revenue			Busn. Code			
11a						
b						
c						
d	All other revenue					
e	Total. Add lines 11a-11d					
12	Total revenue. See instructions.		643,680	251,131	0	0

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Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns.
 All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to governments and organizations in the U.S. See Part IV, line 21				
2 Grants and other assistance to individuals in the U.S. See Part IV, line 22				
3 Grants and other assistance to governments, organizations, and individuals outside the U.S. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	362,023	362,023		
8 Pension plan contributions (include section 401(k) and section 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes	37,329	37,329		
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 7				
f Investment management fees				
g Other				
12 Advertising and promotion				
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	8,008	8,008		
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	46,594		46,594	
23 Insurance	16,539		16,539	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24f. If line 24f amount exceeds 10% of line 25, column (A) amount, list line 24f expenses on Schedule O.)				
a FOOD AND FOOD SUPPLIES	72,941	72,941		
b OFFICE SUPPLIES	17,412		17,412	
c PROFESSIONAL FEES	8,700		8,700	
d FUNDRAISING EXPENSES	8,374			8,374
e REPAIRS AND SUPPLIES	8,320	8,320		
f All other expenses	19,140	14,901	4,239	
25 Total functional expenses. Add lines 1 through 24f	605,380	503,522	93,484	8,374
26 Joint costs. Check here <input type="checkbox"/> If following SOP 98-2 (ASC 958-720). Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation				

Form 990 (2010) **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

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Part X Balance Sheet

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest bearing	74,359	1	108,353
	2 Savings and temporary cash investments	68,504	2	69,566
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	
	5 Receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6 Receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 1,697,921		
	b Less: accumulated depreciation	10b 185,888	1,558,627	10c 1,512,033
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets	90	14	90
	15 Other assets. See Part IV, line 11		15	1,658
16 Total assets. Add lines 1 through 15 (must equal line 34)	1,701,580	16	1,691,700	
Liabilities	17 Accounts payable and accrued expenses	1,620	17	
	18 Grants payable		18	
	19 Deferred revenue		19	50,000
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties	96,560	23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities. Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	98,180	26	50,000
Net Assets or Fund Balances	Organizations that follow SFAS 117, check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets	1,603,400	27	1,641,700
	28 Temporarily restricted net assets		28	
	29 Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117, check here <input type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds		30	
	31 Paid-in or capital surplus, or land, building, or equipment fund		31	
	32 Retained earnings, endowment, accumulated income, or other funds		32	
	33 Total net assets or fund balances	1,603,400	33	1,641,700
34 Total liabilities and net assets/fund balances	1,701,580	34	1,691,700	

Form 990 (2010)

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response to any question in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	643,680
2	Total expenses (must equal Part IX, column (A), line 25)	2	605,380
3	Revenue less expenses. Subtract line 2 from line 1	3	38,300
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	1,603,400
5	Other changes in net assets or fund balances (explain in Schedule O)	5	
6	Net assets or fund balances at end of year. Combine lines 3, 4, and 5 (must equal Part X, line 33, column (B))	6	1,641,700

Part XII Financial Statements and ReportingCheck if Schedule O contains a response to any question in this Part XII ☐

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant?		X
b Were the organization's financial statements audited by an independent accountant?		X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.		
d If "Yes" to line 2a or 2b, check a box below to indicate whether the financial statements for the year were issued on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.		

SCHEDULE A
(Form 990 or 990-EZ)Department of the Treasury
Internal Revenue Service**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No. 1545-0047

2010Open to Public
Inspection

Name of the organization

GRACE JONES COMMUNITY CENTER, INC.

Employer identification number

59-2632876**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E.)
- 3 ☐ A hospital or a cooperative hospital/service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 10 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 11 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See **section 509(a)(3).** Check the box that describes the type of supporting organization and complete lines 11e through 11h.
- a ☐ Type I b ☐ Type II c ☐ Type III—Functionally integrated d ☐ Type III—Other
- e ☐ By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).
- f If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box ☐
- g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons? ☐
- (i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?
- (ii) A family member of a person described in (i) above?
- (iii) A 35% controlled entity of a person described in (i) or (ii) above?
- h Provide the following information about the supported organization(s).

	Yes	No
11g(i)		
11g(ii)		
11g(iii)		

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–9 above or IRC section (see instructions))	(iv) Is the organization in col. (i) listed in your governing document?		(v) Did you notify the organization in col. (i) of your support?		(vi) Is the organization in col. (i) organized in the U.S.?		(vii) Amount of support
			Yes	No	Yes	No	Yes	No	
(A)									
(B)									
(C)									
(D)									
(E)									
Total									

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2010

Schedule A (Form 990 or 990-EZ) 2010 **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

Page 2

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
 (Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")		247,603	371,940	460,173	392,549	1,472,265
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge		265,083	227,762	250,024	249,914	992,783
4 Total. Add lines 1 through 3		512,686	599,702	710,197	642,463	2,465,048
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						570,071
						1,894,977

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
7 Amounts from line 4		512,686	599,702	710,197	642,463	2,465,048
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources		2,733	1,270	3,348	1,217	8,568
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
11 Total support. Add lines 7 through 10						2,473,616
12 Gross receipts from related activities, etc. (see instructions)					12	251,131
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2010 (line 6, column (f) divided by line 11, column (f))	14	76.61%
15 Public support percentage from 2009 Schedule A, Part II, line 14	15	60.27%
16a 33 1/3% support test—2010. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		
b 33 1/3% support test—2009. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input checked="" type="checkbox"/>
17a 10%-facts-and-circumstances test—2010. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10%-facts-and-circumstances test—2009. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see Instructions		<input type="checkbox"/>

Schedule A (Form 990 or 990-EZ) 2010 **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

Page 3

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2010 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2009 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2010 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2009 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests—2010. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ☐

b 33 1/3% support tests—2009. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ☐

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV **Supplemental Information.** Complete this part to provide the explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12. Also complete this part for any additional information. (See instructions).

Part II, Line 10 - Other Income Detail

Other income \$ 0

**SCHEDULE D
(Form 990)**Department of the Treasury
Internal Revenue Service**Supplemental Financial Statements**▶ Complete if the organization answered "Yes," to Form 990,
Part IV, line 6, 7, 8, 9, 10, 11, or 12.

▶ Attach to Form 990. ▶ See separate instructions.

OMB No. 1545-0047

2010Open to Public
Inspection

Name of the organization

Employer identification number

GRACE JONES COMMUNITY CENTER, INC.**59-2632876****Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" to Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate contributions to (during year)		
3 Aggregate grants from (during year)		
4 Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements. Complete if the organization answered "Yes" to Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (e.g., recreation or education) ☐ Preservation of an historically important land area

☐ Protection of natural habitat ☐ Preservation of a certified historic structure

☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶

4 Number of states where property subject to conservation easement is located ▶

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, and enforcing conservation easements during the year ▶

7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year ▶ \$

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B) (i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIV, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" to Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIV, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenues included in Form 990, Part VIII, line 1

(ii) Assets included in Form 990, Part X

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenues included in Form 990, Part VIII, line 1

b Assets included in Form 990, Part X

Schedule D (Form 990) 2010 **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**Page **2****Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)**

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a ☐ Public exhibition
 b ☐ Scholarly research
 c ☐ Preservation for future generations
 d ☐ Loan or exchange programs
 e ☐ Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIV.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIV and complete the following table: ☐ Yes ☐ No

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIV.

Part V Endowment Funds. Complete if organization answered "Yes" to Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the year end balance held as:

- a Board designated or quasi-endowment ☐ %
 b Permanent endowment ☐ %
 c Term endowment ☐ %

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) unrelated organizations
 (ii) related organizations

b If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R?

4 Describe in Part XIV the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment. See Form 990, Part X, line 10.

Description of investment	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other	1,697,921		185,888	1,512,033
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10(c).)				1,512,033

Schedule D (Form 990) 2010

Schedule D (Form 990) 2010 **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**Page **3****Part VII Investments—Other Securities.** See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
(I)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.)		

Part VIII Investments—Program Related. See Form 990, Part X, line 13.

(a) Description of investment type	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.)		

Part IX Other Assets. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

Part X Other Liabilities. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Amount
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
(11)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)	

2. FIN 48 (ASC 740) Footnote. In Part XIV, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740).

DAA

Schedule D (Form 990) 2010 **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**Page **4****Part XI Reconciliation of Change in Net Assets from Form 990 to Audited Financial Statements**

1	Total revenue (Form 990, Part VIII, column (A), line 12)	1	643,680
2	Total expenses (Form 990, Part IX, column (A), line 25)	2	605,380
3	Excess or (deficit) for the year. Subtract line 2 from line 1	3	38,300
4	Net unrealized gains (losses) on investments	4	
5	Donated services and use of facilities	5	
6	Investment expenses	6	
7	Prior period adjustments	7	
8	Other (Describe in Part XIV.)	8	
9	Total adjustments (net). Add lines 4 through 8	9	
10	Excess or (deficit) for the year per audited financial statements. Combine lines 3 and 9	10	38,300

Part XII Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

1	Total revenue, gains, and other support per audited financial statements	1	643,680
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIV.)	2d	
e	Add lines 2a through 2d	2e	
3	Subtract line 2e from line 1	3	643,680
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIV.)	4b	
c	Add lines 4a and 4b	4c	
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5	643,680

Part XIII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

1	Total expenses and losses per audited financial statements	1	605,380
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIV.)	2d	
e	Add lines 2a through 2d	2e	
3	Subtract line 2e from line 1	3	605,380
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIV.)	4b	
c	Add lines 4a and 4b	4c	
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5	605,380

Part XIV Supplemental Information

Complete this part to provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, line 8; Part XII, lines 2d and 4b; and Part XIII, lines 2d and 4b. Also complete this part to provide any additional information.

Part XIV Supplemental Information (continued)

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or 990-EZ.

OMB No. 1545-0047

2010

Open to Public
Inspection

Name of the organization

GRACE JONES COMMUNITY CENTER, INC.

Employer identification number

59-2632876

Form 990, Part VI, Line 11b - Organization's Process to Review Form 990
REVIEWED BY FINANCIAL MANAGEMENT THEN SENT TO BOARD FOR REVIEW AND
APPROVAL

Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy
COMPILED AND REVIEWED / ENFORCED BY EXECUTIVE COMMITTEE

Form 990, Part VI, Line 15a - Compensation Process for Top Official
DETERMINED BY BOARD OF DIRECTORS

Form 990, Part VI, Line 15b - Compensation Process for Officers
DETERMINED BY FINANCIAL MANAGEMENT AND APPROVED BY THE BOARD OF DIRECTORS

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation
UPON REQUEST

Forms

990 / 990-PF**Mortgages and Other Notes Payable****2010**For calendar year 2010, or tax year beginning **07/01/10**, and ending **06/30/11**

Name

Employer Identification Number

GRACE JONES COMMUNITY CENTER, INC.**59-2632876****Form 990, Part X, Line 23 - Additional Information**

Name of lender	Relationship to disqualified person
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	

Original amount borrowed	Date of loan	Maturity date	Repayment terms	Interest rate
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				
(9)				
(10)				

Security provided by borrower	Purpose of loan
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	

Consideration furnished by lender	Balance due at beginning of year	Balance due at end of year
(1)	96,560	
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
Totals	96,560	

GRACE JONES COMMUNITY CENTER, INC.
MISSION STATEMENT

THE GRACE JONES COMMUNITY CENTER, INC. IS ORGANIZED
EXCLUSIVELY FOR CHARITABLE AND EDUCATIONAL PURPOSES, MORE
SPECIFICALLY TO PROVIDE QUALITY EDUCATION, WHILE NURTURING A
CHILD'S BODY, MIND, AND SPIRIT.

BY-LAWS OF
THE GRACE JONES COMMUNITY CENTER, INC.

Adopted July 1, 1987
Amended July 14, 1994

ARTICLE 1. MEMBERS

Section 1, Composition. The Board of Directors shall be composed of not less than 5 nor more than 18 persons.

Section 2 Vacancies. Any vacancy among the Board shall be filled by the Board by election of a person to serve for the unexpired term of the vacancy.

Section 3, Regular Meetings. Regular meetings of the Board shall be held monthly on the second Thursday of each month at 5:00 p.m. at Grace Jones Community Center.

Section 4. Special Meetings. A special meeting of the Board may be called by the President at any time, and shall be called upon written request of one-third or more of the Board members to transact only such business as shall be specified in the notice.

Section 5, Notice of Meetings. At least 5 days' notice of each special meeting shall be given by mail or telephone to Board members.

Section 6. Quorum. A majority of the Board members in office shall constitute a quorum. In the absence of a quorum, a majority of those present may adjourn the meeting to a later date, and notice of such adjourned meeting shall be given.

Section 7. Powers. The Board shall have ultimate control of and responsibility for the management of the Center, and all things pertaining to its business and affairs, and shall, subject to the provisions of the Certificate of Incorporation (as amended) and the By-Laws, exercise all such powers and do all such things as may be exercised or done by the Center.

Section 8. Absence. An excused absence is one where the Board member calls the secretary prior to a scheduled meeting and advises her that he/she will not be able to attend. The secretary is charged with the responsibility of keeping track of attendance, reporting to the Board on absences and sending letters as deemed appropriate.

Section 9. Honorary Members. Honorary members may attend Board meetings if they so desire but are not voting entities.

Section 10. Advisory Board. An Advisory Board will exist and be made up of specialists in various fields, (i.e., legal, educational, etc.). This special Advisory Board will meet only as requested as needs arise.

ARTICLE II. OFFICERS

Section 1. Composition and Term. The Officers of the Corporation shall be composed of a President, First Vice President, Second Vice President, Treasurer and Secretary, each of whom shall be a continuing member of the Board of Directors. The Officers shall be elected by the Board at its final regular meeting in each fiscal year (June). Term of office will run from July 1 to June 30.

Section 2. Vacancies. Any vacancy among the Officers shall be filled by the Board by election of a member to serve for the unexpired term of the vacancy.

Section 3. President. The President shall act as Chairman of the Board of Directors and Chairman of the Executive Committee, and shall preside at all meetings of the Board and the Executive Committee at which he or she is present. He or she shall, when directed by the Board, sign with the proper Officers all contracts and other obligations of the Corporation in the name of the Corporation. He or she shall have all the usual powers and perform all the usual duties of Chairman, President, and Chief Executive Officer of a corporation, and such other duties as may be assigned by the Board.

Section 4. First Vice President. In the absence of the President, the duties of that office shall be performed by the First Vice President. The First Vice President shall perform such other duties as may be assigned by the Board or the President.

Section 5. Second Vice President. In the absence of the President and the First Vice President, the duties of those officers shall be performed by the Second Vice President. The Second Vice President shall perform other duties as may be assigned by the Board or the President.

Section 6. Treasurer. The Treasurer shall act as Chairman of the Finance Committee, and shall preside at all meetings of the Finance Committee. He or she shall perform all the usual duties of chief financial officer of a corporation including, but not limited to, oversight of the immediate and long-range financial business and affairs of the Corporation, and such other duties as may be assigned by the Board or the President. The Treasurer shall cause to be prepared and render to the Board an annual budget, and, when required by the Board, periodic statements of the financial position of the Corporation.

Section 7. Secretary. The Secretary shall cause notice to be given to all meetings of the Members and the Board, and shall keep minutes of all such meetings. He or she shall attest the signatures of the proper Officers to all contracts and other obligations of the Corporation and certify resolutions of the Board when required. He or she shall perform all the usual duties of secretary of a corporation subject to the control of the Board, and such other duties as may be assigned by the Board or the President.

ARTICLE III. COMMITTEES

Section 1. Standing Committees. There shall be five standing committees of the Board of Directors: an Executive Committee; a Finance Committee; a Development Committee; a Nominating Committee; and a Personnel Committee.

Section 2. Other Committees. In addition to the standing committees, the President, with the approval of the Board, may create temporary or ad hoc committees and define their objectives and responsibilities.

Section 3. Composition. The President, with the approval of the Board, shall appoint the chairmen and members of all committees to the extent not otherwise provided in the By-Laws. The standing committees shall be composed of persons who are Board members, but other committees may, except for the chairman, include persons who are not Board members.

The President shall be an ex officio member of all committees and shall be entitled to vote in all committees except the Nominating Committee. The Director shall be an ex officio member of all committees, without vote.

Section 4. Executive Committee. The Executive Committee shall be composed of the President, First Vice President, Second Vice President, Treasurer and the Secretary, and such additional Board members who may be so appointed.

The Executive Committee shall have control of and responsibility for the management of the Corporation on behalf of the Board at all times when the Board is in recess, and shall report to the Board at its next regular meeting all actions taken by the Committee on behalf of the Board.

Section 5. Finance Committee. The Finance Committee shall actively supervise the financial business and affairs of the Corporation, meet when possible before regular meetings of the Board, report and make recommendations to the Board in regard to budgets, salaries, tuitions, and other financial and business matters. They shall provide regular and active advice and assistance to the Director on all such matters.

Section 6. Development Committee. The Development Committee shall supervise the annual fund drive, and other fund-raising activities of the Corporation, and its public relations, in accordance with the goals and guidelines set from time to time by the Board. It shall supervise the acquiring of grants and seek sources of funding.

Section 7. Nominating Committee. The Nominating Committee shall be elected by the Board in April and the slate of new officers presented to the Board at the May meeting. Elections will be held at the June meeting.

Section 8. Personnel Committee. The Personnel Committee shall work actively and directly with the Director and the staff. They shall assist in all matters - hiring, firing, staff load, etc.

ARTICLE IV. ADMINISTRATION

Section 1. Director. The Director shall be selected and employed by the Board of Directors. The Director shall be generally responsible for the overall administration of the Center.

Without limiting the generality of the foregoing, the Director shall regulate the course of study of the School and its educational policies and curriculum; control the admission, discipline and discharge of pupils; assume total responsibility for the operation of the Center including planning and implementing all component areas of the program geared to meet the needs of children served.

The Director is responsible for the writing and implementing of grants.

The Director will interview and make recommendations for hiring personnel. The Director will hold regular staff meetings, and will report regularly to the Board of Directors on operation of the Center.

Section 2. Employment Procedures. The Director is responsible for hiring and firing employees. The Director is responsible for the staff and may consult with the Board regarding recommendations for vacancies to be filled in the hiring of people for key positions at the Center, with the guidance of the Personnel Committee.

ARTICLE V. NONDISCRIMINATION

The Grace Jones Community Center is an equal opportunity employer and makes no discrimination in employment with regards to race, creed, political or union affiliation, marital status, sex or age.

ARTICLE VI. RECORDS

All documents and papers relating to the business and affairs of the Corporation and the Center and School shall be considered official records and shall, subject to specific exception by the Board, be regularly filed and kept at the Center and not in the possession of committees or individuals.

ARTICLE VII. INDEMNIFICATION

Any person, and his or her heirs, executors or administrators, shall be indemnified and held harmless by the Corporation from and against all costs and expenses which may be imposed upon or reasonably incurred by him or her in connection with or resulting from any claim, action, suit, or proceeding, in which he or she may be involved by reason of his or her being or having been a Trustee, Officer or employee of the Corporation or the School. No person shall be held harmless or indemnified under this Article with respect to any matter in which it is finally adjudged that he or she was guilty of willful misconduct or criminal activity.

ARTICLE VIII. FISCAL YEAR AND AUDIT

The fiscal year of the Corporation shall begin on July 1 and end on June 30. The books and accounting records of the Corporation shall be examined and audited annually.

ARTICLE IX AMENDMENT

These By-Laws may be amended by the Board of Directors, or by the members of the Corporation, by a majority vote of those present at any meeting, provided that the substance of the proposed amendment is set forth in the notice of the meeting in writing.

ARTICLE X. PROCEDURAL RULES

In any procedural matter not expressly governed by law or the By-Laws, the current edition of Robert's Rules of Order, including the procedures applicable to Small Boards, shall govern.

GRACE JONES
COMMUNITY CENTER

PERSONNEL
MANUAL

Introduction

To those of you who are joining Grace Jones Community Center, we welcome you. We are pleased to have you with us and hope this will be the beginning of a long, successful and satisfying career for you.

The purpose of this manual is to acquaint all employees with personnel policies and procedures and provide a professional and supportive atmosphere in which to work and serve the families of Marathon. This manual outlines the policies and procedures of Grace Jones Community Center and all employees are asked to familiarize themselves with the information contained in the manual.

The policies and procedures in this manual are not intended to be contractual commitments by Grace Jones Community Center and shall not be construed as such by employees. They are intended to be a guide for management and are merely descriptive of suggested procedures to be followed. Grace Jones Community Center reserves the right to revoke, change or supplement guidelines with 24 hour previous notice posted. No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statements in this manual. The Grace Jones Community Center Personnel Manual is not all-inclusive and employees are expected to contact their Director if in doubt of the expectations of their position.

We strive to develop and maintain policies that will encourage our personnel to desire permanent careers with Grace Jones Community Center and, at the same time, allow them to lead rewarding and satisfying lives.

Again, welcome to Grace Jones Community Center.

GENERAL PERSONNEL MANUAL PRINCIPLES

1. Employees utilize the Personnel Manual as a guide for their work performance and behavior.
2. Personnel documents are submitted to the Executive Director.
3. Executive Director set the standard for performance and behavior for employees based on the criteria and standards outlined in this manual. Personnel issues are discussed with the employee and the Executive Director.

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II. Prospective Employees and the Employment Process

- 2.0 Applicants submit a completed Grace Jones Community Center Application.**
- 2.1 Prospective employees are not questioned regarding their health/medical history during the hiring process.**
- 2.2 Employment is contingent upon background clearance in the local, state and federal screening process and the Grace Jones Community Center personnel documentation process.**
- 2.3 Executive Director furnishes new employees the appropriate job description, appropriate program manuals, statutory requirements, a work schedule, the Personnel Manual, training requirements and other employment related requirements (Signing of Receipt/Acknowledgment Form) during the hiring process.**
- 2.4 The names of prospective employees are confidential.**
- 2.5 Prospective employees are informed of the ninety-calendar day probation period during the hiring process.**

III. New Employees and the Personnel Documentation Process

- 3.0 The Executive Director makes a Hiring Folder for all new employees to complete the hiring process. Prior to the employees first day the following information is provided:**

Employee name and position

Three completed telephone inquiries/references

Letter of Hire

Names and addresses of two personal character references if application is without two years of continued employment history

Copy of their social security card

A blank void check should they prefer direct deposit for their payroll

No intake procedure will be processed without verification of a valid social security card or appropriate work permits documentation.

- C. Overtime is applicable to non-exempt employees for pre-authorized hours beyond the forty hours in the workweek.
 - D. The workweek is Wednesday AM through Tuesday PM.
 - E. Executive Director pre-approves, in writing, overtime work and pay.
 - F. Holidays, sick leave and personal leave time do not calculate as hours worked in the calculation of overtime pay.
- 4.2 Exempt employees are salaried employees and are exempt from the overtime provisions of the Fair Labor Standards Act. It is the general policy of Grace Jones Community Center not to compensate for overtime or additional hours those employees classified as "exempt" from the Fair Labor Standards Act. It is expected that assigned duties and responsibilities may make it necessary to work over the forty (40) hours per week. This is taken into consideration when a salary for a position is established.
- As with any leave, it must be approved in advance by the Board. All Documentation must be attached to the leave form. The exempt compensatory leave does not accrue each year and must be taken within the calendar year or it will be lost. There is no cash value attributable to this leave.
- 4.3 All hours of work are determined by the Executive Director in relation to the task involved, location and the time required within the workweek. In most cases, exempt employees work a forty-hour workweek schedule as pre-approved by their supervisor.

V. Probation Period

- 5.0 There is a 90-Day Probation Period for new employees.
- 5.1 The Executive Director schedules a date for the probation review with the employee on the first day of employment.
- 5.2 The Executive Director and new employee share responsibility for the employee's performance during the probation process. The Executive Director and employee should discuss any aspect of the job that is not completed or performed satisfactorily or any aspect of their job which is not clear or they do not understand. Employees can be terminated during the probation period if the Executive Director makes this determination based on the guidelines of this

- 7.1 Employment is contingent upon:
 - A. Continued satisfactory performance.
 - B. Capability to meet changes within Grace Jones Community Center.
 - C. Availability of funding.
 - D. Changing needs of the services.
 - E. Employee compliance with the Personnel Manual and other Grace Jones Community Center directives.
- 7.2 When a job opening exists or a new position is established, consideration is given to current employees with appropriate qualifications, length of employment, education qualifications, training, successful evaluations, experience and general employment history. The Executive Director is responsible for this decision. This process requires that the most qualified application are offered the position first.
- 7.3 Promotions, new hires require successful completion of the 90-day probation period and review.
- 7.4 Employees are notified of available positions through the posting of the job opening by the Executive Director. Current employees must submit a Letter of Interest to the Executive Director.
- 7.5 Employees are not offered positions in Grace Jones Community Center without the process and guidelines stated in this manual.

VIII. Required Training

- 8.0 Employees must complete courses required by their job description and state statute within the time limits specified.
- 8.1 Grace Jones Community Center pays for required job related registration fees for required job related training. The registration and invoice procedure for training is the responsibility of the Executive Director and employee. Executive Director submit the necessary paper work to complete the payment process. Grace Jones Community Center staff secures all scholarships and reimbursements available to subsidize training.
- 8.2 Employees who do not complete required training within mandated time limits are terminated. If training is unavailable, the Executive Director documents the circumstance and submits the documentation to the employee's personnel file. The employee must complete the requested training as soon as it is available.

XI Hours of Employment, Overtime and Grace Jones Community Center Work Week

- 11.0 Executive Director determines work schedules. Most staff work Monday through Friday. Core hours for the Grace Jones Community Center are 7:00 am to 6:00 pm Monday through Friday.**
- 11.1 Work schedules and hours of operation are posted for employees at program site.**
- 11.2 The Executive Director must authorize overtime in advance. Executive Director signs and dates time cards on the date of the overtime.**
- 11.3 Grace Jones Community Center work week is Wednesday AM through Tuesday PM.**

XII Annual Employee Performance Appraisal

- 12.0 Executive Director performs employee performance appraisals annually. The Executive Director is responsible for the timely performance of the appraisal.**
- 12.1 Executive Director uses the Performance Appraisal approved by the Board for this purpose.**
- 12.2 Executive Director distributes the Performance Appraisal with instructions for this process.**
- 12.3 Employees scoring an inadequate appraisal will not receive the merit raise if budgeted.**
- 12.4 Raises associated with annual employee performance appraisals are part of the budget process. Such raises are not assured on an annual basis. Prior annual salary increases or raises are not to be perceived as promise of future patterns for increases or raises.**
- 12.5 Salary and benefits changes require documentation on the Personnel Status Change Notice completed by the Executive Director. All changes become effective with the next payroll report or as noted on the Personnel Change of Status form.**
- 12.6 Salary increases are authorized based on the Grace Jones Community Center approved budget and budgeted salary classification ranges for a job description.**

XV Reference Checks on Current and Former Employees.

- 15.0 Current and former employees may request copies of their personnel documents.**
- 15.1 The only information given by Grace Jones Community Center on current or former employees regarding a reference request is:**
 - A. Job position/s held by the employee**
 - B. Length of employment**
 - C. Job description**
 - D. Opportunity for rehire**
- 15.2 Employees involved in a reference request may state that the limitation of information should not be taken as a positive or negative statement. The limitation of information is Grace Jones Community Center policy in all cases.**
- 15.3 In the cases of current and former employee authorization, the limitations of 14.1 apply.**
- 15.4 Grace Jones Community Center will share background screening information (Per Florida Statutes) when asked during a reference check.**

XVI Conflict of Interest

- 16.0 The allocation and administration of public funds and private donations requires the promotion and maintenance of both the substance and appearance of objectivity and integrity.**
- 16.1 If a person seeks a job while a member of their immediate family serves on the Board of Directors, the person will inform the interviewing Executive Director. The Executive Director in consultation with one or more Board members not immediately involved makes the determination of the potential conflict of interest. If a conflict of interest is determined, the person is not offered the job.**
- 16.2 Persons are not offered a job in which a member of their immediate family exercises supervisory authority over that specific job position.**
- 16.3 No employee may hold a Grace Jones Community Center job while he/she is an employee of another child care provider.**
- 16.4 Employees must disclose to the Executive Director, in writing, actual or potential employment, board memberships, appointments, or activities which may possibly constitute or reasonably be presumed to constitute a conflict of interest, compromise of objectivity or which may otherwise restrict job performance.**

- 18.1 An exit interview is conducted by the Executive Director to retrieve Grace Jones Community Center property and to discuss the employee's employment history.

- A. The procedures for documenting, submitting and receiving travel reimbursement payment must be closely followed in order to guarantee reimbursement.
- B. Grace Jones Community Center travel reimbursement allowances are established by the State of Florida Travel Rules.
- C. All requests for travel reimbursement must be submitted on a reimbursement form. All requests for reimbursements must be signed and dated by the employee, Executive Director and submitted for payment.
- D. It is imperative that employees retain all hotel, airline, auto rental and miscellaneous receipts incurred while traveling to ensure proper reimbursement. Credit card slips are not acceptable as receipts. All travel vouchers must be submitted within three working days after travel ends.

Meals Reimbursement

Reimbursement amounts for meal expenses is as follows:

- 1. Breakfast: Reimbursement is \$3.00 provided you leave for your trip before 6:00 A.M. and are still traveling beyond 8:00 A.M.
- 2. Lunch: Reimbursement is \$6.00 provided you leave for your trip prior to 12:00 Noon and are still traveling beyond 2:00 P.M.
- 3. Dinner: Reimbursements is \$12.00 provided you leave for your trip prior to 6:00 P.M. and stay beyond 8:00 P.M.

Lodging and Hotel Reimbursements

Lodging and hotel expenses are reimbursable at cost to the employee. The employee must retain a lodging or hotel receipt which includes the name, address, and phone number of the company. Receipts must itemize charges, showing clearly how much was charged on a daily basis for room expense. An employee may not claim per diem or reimbursement for lodging for overnight travel within 50 miles of their residence or program work site.

Mileage Reimbursements

When an employee travels in his/her own vehicle, the Grace Jones Community Center will reimburse that employee at the rate of \$.29 per mile. Reimbursement requests must indicate separately the actual mileage incurred for each day of travel.

Grace Jones Community Center will pay for travel time for non-exempt employees as required by the Fair Labor Standards Act.

- 5.4 If a recognized holiday falls during an eligible employee's paid leave, holiday pay is provided instead of the paid time off benefit that would have applied.

VI Jury Duty Leave

- 6.0 Employees may request up to two weeks of unpaid jury duty leave over a one year period.
- 6.1 The employee must submit a copy of the Jury Duty Notice to the Executive Director as soon as it is received.
- 6.2 Either the employee or the Executive Director may request an excuse from jury duty if, in the Executive Director's judgment, the staff member's absence would create serious operational difficulties at the center.
- 6.3 Employees are expected to report for work whenever the court schedule permits.
- 6.4 Benefit accruals, such as personal leave and holiday pay, are suspended during unpaid jury duty and resume upon return to active employment.

VII Personal Leave Benefit (Personal Leave & Sick Leave)

- 7.0 Effective December 2002, newly hired staff is eligible for personal leave time after their 90 day probation period.
- 7.1 Full-time and part-time employees are allotted a total of three (3) sick days and two (2) personal days each calendar year.
- 7.2 Personal leave time is not paid in advance of the appropriate pay period in which the personal leave time is scheduled.
- 7.3 Requests for personal leave time must be submitted in writing to the Executive Director on the request form. The request is submitted in two ways:
- A. Advance request: The employee completes the request form and submits the form to the Executive Director for review and approval or denial. Requests for advance personal leave are reviewed based on a number of factors, including business needs, and staffing requirements. At no time will more than one person be approved for personal leave at the center. Employees can submit requests up to three weeks prior to the personal leave time.

- 7.13 The Executive Director can refuse paid sick leave if viewed as excessive or abused.

Time Keeping and Payroll

I. Time Keeping and Paydays

- 1.0 Non-exempt employees record the time they begin and end their work. At the Center, non-exempt staff uses a time clock. The Executive Director approves overtime before it is performed. Only the employee can clock in and clock out on their time card.
- 1.1 It is the employee's responsibility to sign and date their time sheet to certify the accuracy of all time recorded. The Executive Director reviews and signs the time sheet before submitting to the Payroll Company. Incomplete time cards and/or time sheets will not be processed by the Payroll Company.
- 1.2 Employees have the ability to utilize electronic deposit of their paycheck to their bank account after completion of an Authorization for Electronic Funds Deposit. If an employee wants someone to accept their paycheck, the employee must authorize the person by name in writing. This authorization is kept with the personnel file. If an employee wants their paycheck mailed, the employee must give this request with the address in written authorization. This authorization is kept with the personnel file.
- 1.3 Paychecks are distributed bi-weekly on Thursday after 2:00 PM Electronically Deposited funds are processed based on the individual bank policy.
- 1.4 Employees document work hours, leave time and holidays on time reports or time cards.
- 1.5 Payroll is processed after documented work performance or approved leave.
- 1.6 Payroll is never processed in advance of performance or leave.
- 1.7 There is no Florida law which requires an employee to be paid upon termination or resignation outside the Grace Jones Community Center payroll schedule.

conscious about work-place safety, including proper work methods, reporting potential hazards, and reducing exposure to known hazards. You should immediately inform the Executive Director of any unsafe conditions or act that you observe. If you can correct an unsafe condition without possible risk of injury to yourself or others, you should take steps to correct it immediately.

I. Safety in the Workplace

- 1.0 Employees should report unsafe conditions to the Executive Director.**
- 1.1 Untidy work areas are one of the primary causes of accidents. It is the responsibility of every employee to keep their work area clean. The Executive Director will discuss any specialized safety requirements of your department with you.**
- 1.2 You are expected work safely at all times. If you are injured, however, you are required to report all injuries, no matter how minor, to the Executive Director immediately.**
- 1.3 Employees and the Executive Director must complete a worker's compensation Notice Of Injury Form the day of an injury at work. The medical reports and invoices are given to the Executive Director as soon as possible after treatment. Such reports are necessary to comply with laws and initiate insurance and worker's compensation benefit procedures.**

II. Smoking

- 2.0 Smoking is prohibited in the building interior and any part of the exterior property.**
- 2.1 Smoking policies apply to employees, board members, clients and visitors.**
- 2.2 Violations of the smoking policies may result in immediate termination.**

III. Security

- 3.0 Weapons are prohibited on Grace Jones Community Center properties by use and possession.**

the dates of closure. The Executive Director will contact all employees. Radio announcements are the most effective means to communicate closures to employees and clients. In addition, the Executive Director will post a notice of closure on the doors to the center.

- 5.2 Grace Jones Community Center has a Hurricane Preparation Procedure.
- 5.3 Any closure beyond two days is unpaid unless the Grace Jones Community Center contracts authorize reimbursement. In such cases, employee may also use Personal Leave Time.
- 5.4 Employees may be asked to work on a day when operations are officially closed.

V. Telephones

- 6.0 To assure effective telephone communication, employees must use the approved greeting and speak in a courteous and professional manner.
- 6.1 The approved greeting is:
"Good Morning (or Afternoon), (Grace Jones Community Center), this is (name), how can I help you?"
- 6.2 Conform all information received from a caller and hang up only after the caller has done so.
- 6.3 In taking messages, confirm the information received from the caller. Write the information on the Phone Call log or refer the caller to the employee's voice mail. The completed Phone Call Log includes the name and telephone number of the caller, the date and time of the call, the employee requested, a short message, the initials of the employee taking the call and any clarification regarding a follow-up call or contact.
- 6.4 Child care employees are only called to the telephone for emergencies. The Executive Director make the decision regarding the emergency. Regular telephone messages are documented and left for the employees in a designated area.
- 6.5 Personal telephone calls by and to employees are discouraged due to the need for open telephone lines for Grace Jones Community Center business and to further work productivity and efficiency. Excessive personal calls may require the use of the Performance Improvement Process.

Center property, the employee must escort the individual to the Executive Director.

- 9.2 Employees must call 911 immediately if unauthorized visitors cause a disturbance or a threat.

X Parents/Clients as Visitors

- 10.0 Parents and clients are encouraged to visit the Grace Jones Community Center facilities. A parent does not need an appointment, but the parent must report to the office prior to visiting the classroom or office.
- 10.1 Child care employees should refer to the Parent Handbook for further clarification on parent involvement in the Grace Jones Community Center child care programs.

XI Transportation

- 11.0 Grace Jones Community Center child care employees are not permitted to transport a children or a family in their personal vehicle unless the child is a member of the employee's family.

XII Solicitation

- 12.0 Persons not employed by Grace Jones Community Center may not solicit or Distribute literature on Grace Jones Community Center property at any time for any purpose.
- 12.1 Persons not employed by Grace Jones Community Center may not post written solicitations on Grace Jones Community Center bulletin boards. Employees must submit notices to the Executive Director for approval prior to posting.
- 12.2 Vendors soliciting business from Grace Jones Community Center are encouraged to make appointments with the Executive Director. At no time will vendors also solicit or distribute literature to other employees for any purpose.

XII Employees and Solicitation

- 13.0 Grace Jones Community Center recognizes that employees have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during work hours or at the workplace. At no time on Grace Jones Community Center property will any employee solicit clients for any purpose nor distribute any literature to non-employees.

EMPLOYEE CONDUCT

I. Drug and Alcohol Use

- 1.0 It is the intent of Grace Jones Community Center to provide a drug-free, healthy, and safe workplace.
- 1.1 While on Grace Jones Community Center premises and while conducting business related activities off Grace Jones Community Center premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs.
- 1.2 If the Executive Director has reason to suspect that alcohol or drugs were the cause of a job-related injury, Grace Jones Community Center reserves the right to have the employee tested for the presence of drugs or alcohol in the employee's system. The Center will pay for the cost of testing.
- 1.3 Violation of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.
- 1.4 Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the Executive Director to receive assistance or referrals to appropriate resources in the community.
- 1.5 Under the Drug-Free Workplace Act, employees who perform work for a government contract or grant must notify Grace Jones Community Center of a criminal conviction for drug related activity occurring in the workplace. The report must be within five days of the conviction.
- 1.6 Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise concerns with the Executive Director without fear of reprisal.

II. Unlawful Harassment

Grace Jones Community Center expressly prohibits discrimination, harassment and retaliation based on race, color, sex, religion, creed, national origin, disability or perceived disability, age, marital status, or any other protected category. Conduct that interferes with the Grace Jones Community Center, or an individual's work performance, or creates an intimidating, hostile or offensive working environment is

Racial, Color, Religious, National Origin, Disability, or Age Harassment:

This form of harassment can include any verbal, written, or physical act that makes an employee uncomfortable at work or interferes with an employee's ability to perform their job, and is based on race, color, religion, national origin, disability, marital status, or age.

Harassment may take many forms. While it is impossible for Grace Jones Community Center to provide an exhaustive list, the following is a list of some examples of harassing behavior.

Jokes that refer to race, color, religion, national origin, disability, or age.

Posting or distributing cartoons, drawings, or any other material that negatively reflects a person's race, color, religion, national origin, disability, or age.

The use of slurs or other offensive language.

Practical jokes, horseplay, or teasing that makes fun of or insults a person's race, color, religion, national origin, disability, or age.

Reporting and Investigating Discrimination, Harassment and Retaliation:

In an effort to eliminate all workplace discrimination, harassment, and retaliation, Grace Jones Community Center will utilize an internal investigation process to respond to any such complaints. Anyone who believes he or she is being subjected to discrimination, harassment, or retaliation or who has witnessed such conduct must report the conduct as outlined in the following procedure.

Report any discriminatory, harassing, or retaliatory behavior that you experience or witness to the Executive Director promptly.

A thorough investigation will be conducted and there will be no retaliation against victims or witnesses for participating in the investigation.

Anyone who knowingly fails to report an incident of discrimination, harassment, or retaliation may be subject to disciplinary action.

Confidentiality

In cases involving a report of harassment or discrimination, all reasonable efforts will be made to protect the privacy of the individuals involved. In many cases, however, it is the Executive Director's duty to investigate and remedy harassment making absolute confidentiality impossible. The Executive Director will try to limit the sharing of confidential information with employees on a "need to know" basis. Employees who assist in an investigation are required to maintain the confidentiality of all information they learn of or provide.

- 4.4 Employees must arrive at work dressed and groomed appropriately for their duties and responsibilities and consistent with the health and safety issues of the workplace.
- 4.5 If the Executive Director decides an employee is in violation of the appearance policy, the employee will be sent home to change. The time required to do this is unpaid.
- 4.6 If a Grace Jones Community Center program or event is located in space controlled by another agency or a business, employees will also comply with the dress code of that agency or business.
- 4.7 Due to the varied nature of the duties and responsibilities in the Grace Jones Community Center, this policy has two standards, one for child care employees and one for other employees. These Standards are not all-inclusive, and the Executive Director makes the decision regarding appropriate and inappropriate grooming and dress as needed.

Standard for Child Care Employee Grooming and Dress

- 4.8 Acceptable: Clothing should be loose, comfortable and clean. Pants, Bermuda Shorts, Walking Shorts, Unaltered Jeans, Blouses, Unaltered T-Shirts, Sweaters, Dresses, Jumpers, Skirts, Clothing with the Grace Jones name and logo, Shoes, Tennis Shoes, Birkenstocks, Loafers.
- 4.9 Unacceptable: Tight Brief Shorts, Cut-Off Shorts, Cut-Off Jeans, Ragged Long Leg Jeans, Halters, Front and/or Back Low Cut Blouses or Tops, Any Clothing with Bar/Liquor or Inappropriate Slogans, See Through Blouses or Clothing, Sleeveless Shirts for men and Sleeveless T-Shirts for men, T-Shirts for women which have been altered in any fashion, and too short dresses or skirts.

Standard for Exempt Employee's Grooming and Dress

- 4.10 Due to the varied nature of the work environment at Grace Jones Community Center, it is understood that the establishment of a rigid dress code for exempt employees would not be equitable for all levels of service. All employees are required to wear articles of clothing appropriate for the type of position they hold with the agency and the environment in which they are employed. All employees are representatives of Grace Jones Community Center and accordingly, reflect the professionalism associated with human service providers within the community.

- 1.1 Corrective counseling is completely at the discretion of the Executive Director.
- 1.2 Grace Jones Community Center Executive Director reserves the right to discharge employees at will.
- 1.3 If corrective counseling is implemented, it may be terminated at any time at the discretion of the Executive Director.
- 1.4 The Executive Director determines the course of action best suited to the circumstances.
- 1.5 The Performance Improvement Process is documented by the Executive Director.
- 1.6 The Performance Improvement Process includes:
 - A. Verbal counseling
 - B. Written counseling
 - C. Probation
 - D. Suspension
 - E. Arbitration
 - F. Dismissal

II. Performance Deficiencies and Misconduct Requiring Immediate Termination.

- 2.0 In this instance the Executive Director documents the circumstance prior to termination. The following deficiencies and misconduct require immediate involuntary termination.
- 2.1 Major Deficiencies and Misconduct
 - A. Fighting or verbal abuse on Grace Jones Community Center premises
 - B. Repeated occurrences of related or unrelated minor violations, depending upon the severity of the violation and the circumstances
 - C. Any act which might endanger the safety of lives others
 - D. Departing Grace Jones Community Center premises during working hours without the Executive Director's permission
 - E. Bringing firearms, weapons, illegal drugs or alcohol on the Grace Jones Community Center premises
 - F. Deliberately stealing, destroying, abusing, or damaging Grace Jones Community Center property or equipment, or the property of another employee, client or visitor
 - G. Disclosure of confidential information
 - H. Willful disregard of Grace Jones Community Center policies or procedures

performance or misconduct is indicated by stating that a written warning, probation, suspension or termination could result if the problem is not solved. The Executive Director considers the severity of the problem, the employee's previous performance appraisals and all the circumstances surrounding the case. The employee is asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. The Executive Director documents the verbal counseling for future reference immediately following the review. The original document is placed in the employee's personnel file.

- 3.1 Written Counseling: If the unacceptable performance or behavior continues, the next step is a written warning. Certain circumstances, such as a violation of a widely known policy or safety requirement, may justify a written warning without first using verbal counseling. The written warning defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written warning indicates that probation, suspension or termination may result if improvement is not observed. Written counseling becomes a part of the employee's personnel file.
- 3.2 Probation: If the problem has not been resolved through written counseling or circumstances warrant it, the employee is placed on probation. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probation period. The probation process involves:
 - A. The probation process is at least two weeks and no longer than four weeks.
 - B. A written notice of the probation process is prepared by the Executive Director. This written notice states the specific unsatisfactory situation, a review of oral and written warnings, the length of probation, the specific behavior modification or acceptable level of performance, suggestions for improvement, and a statement that further action including suspension or termination may result if improvement or behavior modification does not result during probation.
 - C. The employee acknowledges receipt of the Probation Notice by signing the form.
 - D. If the employee refuses to sign, the Executive Director signs attesting that it was delivered to the employee and identifying the date of delivery.
 - E. Documents involved in this probation become a part of the employee's personnel file.
 - F. At the end of the probation, or before if necessary, as determined by the Executive Director, the employee and the Executive Director meet to

- A. The employee or Executive Director can request a review by the Arbitration Committee. The Committee is comprised of:
1. One employee chosen by the Executive Director
 2. One employee chosen by the employee involved in the arbitration process
- No one involved in the arbitration process can discuss any issue involved in the appeal with other member involved in the appeal process including the committee reviewing the appeal.

The Arbitration Committee:

1. Establishes a time for the review.
 2. Does not discuss or meet with any other employees involved in the arbitration.
 3. Reads the documents related to the appeal process but does not interview employees involved in the arbitration. Clarification of the information is requested writing and submitted in writing.
 4. The Arbitration committee's decision is by majority vote and submitted to all involved in writing.
 5. Any and all violations of this process invalidate the decision and the process.
- B. The employee or Executive Director may appeal the Arbitration Committee's decision. The appeal must be made within two days of the dismissal or involuntary termination. The written appeal must state that the employee did not violate Grace Jones Community Center Personnel Policy and Procedures or that the Executive Director violated the Personnel Policy and Procedures in the Performance Improvement Process.
- C. The appeal process does not apply to employees until after the successful completion of the 90 day probation period.
- D. The Executive Director makes a written decision to the appeal. The decision is final.

Whistle Blowing Policy

Under the Florida Whistle blower Statute (s448.102), Grace Jones Community Center will not take any retaliatory personnel action against an employee because an employee has:

1. Disclosed or threatened to disclose to an appropriate governmental agency under oath In writing, an activity policy or practice of the employer that is in violation of a law,

RECEIPT/ACKNOWLEDGMENT

I have received a copy of the employee Handbook and have read or had it read to me. If I have any questions regarding this handbook, I understand that it is my responsibility to ask my supervisor or other member of management about them. I recognize it is my responsibility to review the policies, practices, standards, and rules it contains, and I agree to comply with them during my employment.

I understand the information in this handbook is intended to acquaint employees with general policies, principals, standards, and procedures, and does not represent a contractual commitment by "Grace Jones Community Center" concerning terms of employment or other matters. Grace Jones Community Center are free to act according to the best business judgment of management and to change, interpret, withdraw, or add to the policies, procedures, and standards described in this handbook at any time without prior notice, consideration, or approval by an employee. I further understand that this handbook is not a contract between Grace Jones Community Center and me, nor is it a guarantee of any specific policies, procedures, standards, rules, or length of employment. I understand that my employment is considered "employment at-will" unless I may have otherwise entered into a contractual agreement with Grace Jones Community Center.

Date:

Employee Signature

Employee Name Printed

To Supervisor: Following the employee's signature, place this page in the employee's personnel file.